

St. Antoninus Church and School is looking for a custodian to work six hours per day, for all 12 months of the year. All interested candidates should send a resume to my attention either by email at [reid@saintantoninus.org](mailto:reid@saintantoninus.org), or mail to 1500 Linneman Rd., Cincinnati, OH 45238, or fax to 513-922-5401.

## **ST. ANTONINUS PARISH CUSTODIAN JOB DESCRIPTION Revised 3/4/2017**

### **IDENTIFYING INFORMATION**

Position Title: Custodian

Status: Part-time, hourly plus stipend, non-exempt, 12 months

Reports to: Facility Manager

### **PRIMARY FUNCTION OF THIS POSITION**

The Custodian performs a variety of tasks related to St. Antoninus Parish and School, buildings and grounds maintenance.

### **POSITION CONTENT**

#### **MAJOR RESPONSIBILITIES AND ACTIVITIES**

Open both Church and School during weekdays

Check and take care of any obvious janitorial needs in both the Church and School

Set-up and restock lunchroom supplies daily

During winter, make sure all walkways are clear of snow and ice

Perform buildings and grounds maintenance repairs

Assist with set-up and take-down of events held in the Church/Undercroft/School such as tables, chairs, etc. Set-up/decorate for holidays as required

Housekeeping tasks (assist with changing lights in the Church, School, and Rectory, clean-up vomit, clean drains, restrooms, garbage and recycling disposal, etc.)

Keep Rectory Patio clean of all leaves and/or other debris

### **POSITION SPECIFICATIONS/REQUIREMENTS**

#### **SKILLS, KNOWLEDGE AND /OR ABILITIES**

Must possess necessary janitorial, mechanical, building and electrical skills

Ability to lift 25 pounds

Have a current, valid driver's license

#### **EDUCATION, TRAINING AND/OR EXPERIENCE**

High school graduate

Prior janitorial and general building, mechanical and electrical training with experience, preferably in a school or parish environment

Works well with others

Good oral communication skills

Dependable and on-time

Demonstrates a sense of urgency in accomplishing tasks

### **RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

None

### **WORKING ENVIRONMENT**

Evening and weekend work may be required

On-call availability may be required

Exposure to climate changes, uncomfortable temperatures and fumes

Frequent lifting and standing