



ST. MICHAEL CATHOLIC CHURCH  
MINISTRY DESCRIPTION

**POSITION: Custodian**

*The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**MINISTRY DESCRIPTION:**

Provides cleaning, security, set up of meeting rooms, and/or simple building and grounds maintenance duties for parish.

**SUPERVISOR:** Facility Manager

**TYPE:** Non-Exempt, Occasional 19 hours/week

**RESPONSIBILITIES:**

- Cleans facility. Mops and vacuums floors, cleans bathrooms, washes windows and performs other cleaning activities as outlined on specification sheet.
- Provides security during working hours and is responsible for final walk through and arming security system at end of shift.
- Opens, unlocks, and posts activities on Saturday.
- Acts as building attendant during evening activities.
- Provides general assistance as needed through setting up the chairs, tables in the facilities as requested, hauling and moving items, and picking up part or other equipment as requested by supervisor.
- Collects and disposes of trash and garbage.
- Maintains grounds; trash pickup, ice and snow removal, etc.
- Performs routine building maintenance duties as needed.
- Reports cleaning and maintenance inventory needs to supervisor.
- Other duties as assigned.

**RECORD RETENTION RESPONSIBILITIES:**

N/A

**VOLUNTEERS:**

N/A

**QUALIFICATIONS:**

- Active member of a Roman Catholic parish faith community.
- Must possess necessary janitorial skills and knowledge.
- Ability to perform outlined tasks with minimal supervision.
- Familiarity with cleaning/janitorial equipment and supplies and their safe use and storage.
- Ability to honor and maintain confidentiality.
- Experience with building, grounds or industrial maintenance a plus.
- Good mechanical aptitude.
- Ability to lift 50 pounds.
- On-call availability for emergencies.
- Positive attitude and willingness to enhance knowledge and skills.
- Ability to work with all types of people.
- Possess a high school diploma or G.E.D. equivalent.
- Bi-lingual is a plus



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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date