**HOLY NAME OF JESUS CATHOLIC CHURCH**

**Job Description**

**Head of Maintenance/Primary Custodian**

SUMMARY:

The Head of Maintenance/Primary Custodian is responsible for the general maintenance of the buildings and grounds, related equipment, and fixtures of Holy Name of Jesus Catholic Church. The church maintenance/custodian personnel will be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate. The maintenance/custodian personnel will be knowledgeable about proper chemical handling and cleaning techniques and have the ability to make basic repairs, change light bulbs, vacuum, sweep, scrub floors, sanitize surfaces, restock items such as toilet paper, paper towels and other supplies. The maintenance/custodian personnel will maintain supply inventory, submit purchase requests, and assist with preparations for events, such as weddings and funerals.

QUALIFICATIONS:

Basic math, general writing, reading, speaking, and intermediate reasoning.

Strong communication, comprehension, and interpersonal skills

Intermediate computer skills (email, spreadsheets, web search for materials as needed)

Ability to complete tasks with minimal direction and supervision.

Ability to organize tasks, manage time, and work in a (at times) fast-paced environment.

Ability to routinely lift up to 60 lbs. and occasionally over 60 lbs.

Ability to stoop, kneel, and walk for long periods of time.

Ability to push, pull, and crouch on a regular basis.

Available before 7:30am to check for ice/snow etc. and remove dangers.

Background check required.

RESPONSIBILITIES:

1. Open buildings daily, ensuring lights, heating and/or air conditioning are turned on and functional at appropriate times. Close buildings, turning off utilities as necessary, unless closure activities are coordinated with another church members. Inspect property building and grounds daily. Accept responsibility for general security of the buildings.
2. Perform preventative maintenance and basic repairs to church buildings and building systems. This will include, but not necessarily be limited to:
   1. Inspect building systems. Report equipment and system malfunction to the Pastor
   2. Painting, staining, finishing interior and exterior surfaces as needed
   3. Making basic repairs to stucco, plaster, brick, and stonework
   4. Performing basic carpentry, including door, furniture, cabinet, and pew repair
   5. Completing minor remodeling projects upon request
   6. Replacing lighting and performing basic repair/replacement of electrical fixtures
   7. Performing preventative maintenance of air conditioning, heating systems, and any other mechanical systems
   8. Performing plumbing system maintenance and basic repairs
   9. Ensuring roofs, rain gutters, and drains are well maintained
   10. Coordinating maintenance and basic repair of telephone system
   11. Maintaining interior pest control in accordance with requirements for public and preschool facilities
   12. Maintaining locks/keys for all buildings
       1. Provide input to office staff to ensure list of locks, keys, and personnel holding various keys is up to date
       2. Obtain keys and locks as needed
3. Establish schedules to ensure:
   1. Daily schedule to ensure that the church and all rooms and bathrooms of the school, Simmons Hall, cafeteria, kitchen and all entrances are kept clean, orderly, and in proper repair.
   2. Schedule to transfer items from Parish Center to Church in a timely manner
   3. Schedule for the proper maintenance of the hard flooring and carpeting in all buildings.
   4. Schedule for the inspection of all mechanical equipment and fixtures.
   5. Report to the Pastor any condition that cannot be attended to or repaired.
   6. Schedule required yearly local and state inspections of equipment and grounds
4. Coordinate contracted repairs and services
   1. Seek out bids as needed
   2. Supervise any contracted maintenance of parish equipment and fixtures
   3. Serve as a liaison between the Parish and occupant of leased office building, communicating their occupancy and maintenance concerns to the Pastor.
   4. Determine and schedule the particular duties for Volunteer Assistant(s) performing Custodial or Maintenance duties.
5. Complete all phases of required cleaning, mowing, and snow removal schedule for areas

assigned within the time provided.

1. Clean and maintain custodial equipment.
2. Keep parking lot and grass areas free of litter and debris
3. Follow safety procedures and monitor the work environment for safety concerns; this

includes making sure materials containing friable asbestos are kept sealed.

* 1. Participate in a course for Asbestos Certification.

1. Move furniture and equipment as required for various activities, or as directed.
   1. Assist with set-ups and incidentals per the Pastor or DRE (Director of Religious Education).
   2. Set up new equipment and furniture
   3. Assist with event preparations and clean-up
2. Inventory
   1. Maintain appropriate inventory and organization of custodial and maintenance supplies
   2. Check in material received at the building
3. Performs other duties as assigned by the Pastor or designee.

PERSONNEL FILE/EVALUATION:

New employees will be on probation for ninety (90) days. Upon completing the probationary period, the performance of the employee will be evaluated by the employee, Pastor and/or others at the discretion of the Pastor.

The employee is eligible for raises on July 1st. Upon the approval of the coming year’s budget.

Holy Name of Jesus is an “at will” employer.

VACATION:

Vacation time varies with length of service and is to be taken as arrange and approved with the Pastor.

METHOD AND TIME OF PAYMENT:

The agreed wage is based on the receipt of a timecard with a check issued every other week to equal 26 pay periods a year.