

## *Job Description*

### *Custodian - Maintenance and Grounds St. Francis Xavier Church Acushnet, MA*

#### **I. Responsibilities**

A. Primary Function: to maintain the parish's church and parish center in good physical condition with a clean and neat appearance.

#### B. Summary of weekly duties

i. Parish Center Hallway and Classrooms: vacuum carpets, dust horizontal surfaces, wash tables, dump garbage; clean windows, spot clean walls, replace light bulbs (as needed)

ii. Parish Center Offices: vacuum carpet, take out garbage, dust horizontal surfaces; clean windows, spot clean walls, replace light bulbs, empty garbage cans (as needed)

iii. Kitchen: empty garbage cans and change liners, sweep and wet mop floor using proper cleaning solution.

iv. Bathrooms & Church Restroom: Dump garbage, check paper towels, toilet paper and hand soap, clean urinals and stools, clean sinks and mirrors, wet mop floor using hot water and appropriate cleaning solution, flush floor drain with hot soapy water. Diaper changing area and sink should be cleaned with a strong cleaning solution.

v. Wash windows in entryways, wash floors.

vi. BEFORE SUNDAY: Classrooms and Hospitality Room pick-up and straighten up and wash tables.

vii. BEFORE SUNDAY: Bathrooms: check paper towels, toilet paper and hand soap; clean urinals and stools, wipe sinks and mirrors (as needed).

#### C. Periodic Duties

1. Maintain cleaning supplies and request orders as needed.

2. Set up furniture required for church activities.

3. Check furnace filters monthly throughout heating and air conditioning season.

4. Keep track of the condition of the building and advise the pastor or the council when repairs need to be done.
5. Wash carpets in parish center, wash blinds and windows during summer months.
6. Other appropriate duties as needed such as, basic repairs, pews, lighting/electrical, maintenance of equipment, disposal of recycled materials, etc.
7. Ensure safety requirements are in compliance on boilers, HVAC, and water systems, etc.

#### D. Seasonal

1. Mow lawns, trim bushes, edge along beds, remove leaves weekly as needed.
2. Fertilize and weed control for lawns during appropriate seasons.
3. Transplant flowers/shrubs as needed.
4. Remove snow after a snow storm on all walkways and stairs prior to Masses.
5. Coordinate maintenance of irrigation system with contractor.
6. Monitor parking lot including keeping up with painting parking space lines and safety areas.

## II. **Terms of Employment**

- a) The custodian will work 15 hours per week.
- b) Reports to the pastor/administrator.
- c) Entitled to recognized holidays off
- d) There will be a limited amount of flexibility to allow for changes in hours worked taking into account that the custodian could be called upon on the weekend and evenings if circumstances demand.

Please submit your inquiries to Rev. Ryan Healy, Administrator, St. Francis Xavier Parish.  
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