

**Job Title:** Maintenance Custodian

**Start Date:** June 5th, 2017

**Hours:** 32 per week

**Location:** St. Colette Catholic Church

**Job Description:**

Under general supervision from an administrative superior, performs custodial duties to include overall building and grounds maintenance and repair functions. This job will start with a 90 probation period.

**Responsibilities and Duties:**

- Cleans, sweeps, mops, scrubs, waxes, and polishes floors by hand or machine; cleans carpet, upholstery and furniture.
- Washes windows, screens, sills, woodwork, doors.
- Cleans and sanitizes rest rooms, dusts and vacuums rooms, locks and unlocks doors; moves equipment and furniture.
- Vacuums Church on weekly basis.
- Collects and disposes of waste and recycling, shovels snow, maintains outside sidewalks, and assists in keeping outside premises in an orderly condition.
- Provides preventative maintenance and minor repairs to plumbing, electrical, HVAC and sprinkler systems.
- Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, and replacing fixtures; replaces damaged ceiling and floor tiles.
- Mows, weed whips lawn, plants and maintains flower beds, trims trees, irrigates and maintains irrigation system.
- Setting up and taking down tables and chairs for programs and events.
- Other jobs that are required of the maintenance department as determined by the Pastor, Business Manager or Director of Maintenance.

### **Qualifications and Skills**

- Would prefer at least one (1) year of experience in custodial, building maintenance or general labor.
- Basic knowledge of general cleaning products, lawn maintenance and equipment, and other products or tools used in general building maintenance
- Ability to understand and carry out routine oral or written instructions, make routine decisions independently, and work harmoniously with others in maintenance and other departments
- Ability to do all levels of physical activities from shoveling snow to landscaping work and moving furniture. Should be able to regularly sit, climb, kneel, crouch or crawl.

### **Work Environment**

- St. Colette is roughly 15 acres of property mixed grass, buildings and parking lots.
- Maintenance areas include lofts, roof access, grid ceilings, boiler rooms and a garage for storage of larger equipment.
- THERE IS NO ASBESTOS ON PROPERTY
- There is always a chance of injury in a maintenance profession and we are no different. There are always chances of shock, falling, minor burns or other injuries. Safety is always our first priority while working on the grounds.

**Please contact Alex Colton to inquire about more information.  
734-464-2647 or [alex@stcolette.net](mailto:alex@stcolette.net)**