

Holy Cross Church

Position Description

Position Title: *CUSTODIAL ASSOCIATE*

Status: Non-exempt, part-time, 12-hours per week

Reports to: Maintenance Supervisor

Purpose of Position: To support the Maintenance Supervisor in performing the proper cleaning, light maintenance, and security of facilities. Maintains physical aspects of parish locations to provide safe, secure, clean, orderly and visually appealing environment in accordance with the Holy Cross Church mission and values.

Responsibilities:

- Provide custodial and light maintenance services for all campus locations routinely and as needed.
- Identify and recommend improvements needed at all properties
- Provide facility access control and related security for planned events as needed
- Sweeping, mopping, cleaning of bathrooms, offices, kitchens and dining areas, hauling out garbage, moving chairs and tables and other activities related to event preparation and clean up.
- Other responsibilities as needed

Qualifications:

- High school graduate preferred
- At least 3 years of facility custodial experience preferred.
- Understanding of Catholic Faith, rituals, calendar, practices, preferred.
- Possess knowledge of Catholic Faith and exhibit respect for the Holy Cross Parish.
- Successfully complete required background checks and safe environment training.

Working Conditions and Physical Requirements:

- Climb steps and ladders, and maneuver through crawlspaces to access remote areas including walking the rooftop and other facility heights for cleaning tasks and light maintenance.
- Lift and move heavy objects using proper techniques, up to 40 lbs.
- Must be flexible with work schedule and to work for longer periods of time when position demands.
- Ability to respond reasonably to emergency facility situations

Direct Reports:

- None

Revised & Approved: 9/6/19