

**Diocese of Sacramento**  
**JOB DESCRIPTION**

**PARISH:** St. Joseph, Vacaville

**POSITION:** Custodian/Maintenance Worker

**CLASSIFICATION:** Non-Exempt

**SCHEDULE:** 32 hours/week

**SUPERVISOR:** Office Manager

**Position Content**

**A. MAINTENANCE**

- Perform regular walk-through of buildings and grounds; make note of any problems (broken items, leaks, cleanliness issues) and report to office manager.
- Replace light bulbs, filters, batteries, and other equipment parts as needed.
- Make minor repairs to buildings and equipment (church, parish center, rectory).
- Report the need for major repairs and advise regarding projects requiring outside contractors.
- Monitor regular maintenance needs and maintain timetable of completion.

**B. CUSTODIAL**

- Check and clean bathrooms in parish center.
- Remove trash from rooms in parish center.
- Check kitchen weekly and/or after any major events for overall cleanliness; wipe down counters, check refrigerator and freezer for outdated or unmarked foods, attend to routine cleanliness, take dirty towels to rectory for washing; mop kitchen floor monthly or as requested.
- Check parish center meeting rooms for trash, spills, dust, etc—remove. Vacuum/mop as needed.
- Stock rooms with extra trash bags, ensure broom, vacuum and other supplies are available for use by others.
- Maintain supplies in janitor room in hall & in kitchen. Notify office manager when supplies need to be ordered.
- Empty trash and ashtrays in front of church; ensure that there is no litter in the area.

**C. WEEKENDS**

- On assigned weekends, check church between Sunday Masses; ensure that restrooms are well stocked, there are no major spills, etc.
- Check on parish center as needed according to calendar of events.

**D. OTHER**

- Schedule HVAC weekly based on events in parish calendar.
- Assist in keeping exits and fire alarms unblocked—Narthex, Meeting Room & Center.
- Assist with setting up and cleaning up rooms & moving chairs, tables, supplies & equipment.
- Assist liturgy team with decorating church for major celebrations.
- Report any problems, safety concerns, fire hazards, etc. to office manager.
- Complete any paperwork, training, etc. as requested by the office.
- Collaborate with other custodian on work related activities.
- Any task related to the job that the pastor/parochial administrator may request.

**Skills / Knowledge:** Understands use and care of tools, equipment, and cleaning materials. Performs work according to safety procedures. The ability to perform heavy physical labor with the exposure to climate and temperature changes. Has the ability to work cooperatively with others and follow oral and written directions; ability to follow a work schedule. Must have the ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Serve in a manner consistent with the mission of the Catholic Church.

I understand and agree to the job description provided.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_