



HOLY CROSS PARISH FAMILY
ESTABLISHED † 1852

Full Time Custodial and Maintenance Position at Holy Cross Church and School

Job description

Seeking a custodian to take care of our buildings and carry out cleaning, maintenance, and security duties. The goal is to keep our buildings in a clean and orderly condition.

Responsibilities

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
- Perform and document routine inspection and maintenance activities (replacing broken switches, fixing door handles, minor leaks etc.)
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Perform minor repairs and adjustments
- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Stock and maintain supply rooms
- Cooperation with staff
- Follow all health and safety regulations
- Undertake occasional custodial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)

Requirements and skills

- Prior Custodial experience
- Ability to handle heavy equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Integrity and ability to work independently

Contact Holy Cross Parish with questions. If interested, please email resume and references.

Birdie Schantz, Holy Cross Parish Coordinator

blsholycross@gmail.com

920-468-0595