

## **Custodian Position for St. Agnes+Our Lady of Fatima Church**

Full time salary position with benefits for custodian to provide daily general cleaning to church, office, social hall, and grounds and detailed cleaning as needed. Custodian will work with the pastor to coordinate contracts with outside vendors for major systems work, site visits, equipment service and inspections, as well as assist in preventive maintenance for the parish plant including the church, hall, office spaces, parish house, and garage.

Duties include:

1. Empty trash cans in all rooms daily
2. Vacuum carpets and sweep and mop floors as needed
3. Clean restrooms daily
4. Set up Schubert Hall for community hot meal on Tuesdays
5. Clean and maintain floor in Legacy Hall
6. Clean and tend to the Commons
7. Receive food delivery from food bank for hot meal
8. Check and list supplies for ordering as needed
9. Pick up exterior trash as needed
10. Ensure sanctuary is clean before and after services
11. Coordinate with volunteer "pew crew" to handle detailed cleaning of sanctuary
12. Coordinate with volunteer "garden crew" to maintain general care and watering of grounds and detail gardening
13. Emergency as needed to respond to security/fire alarms
14. Other related custodial duties as necessary or required for general maintenance of facility

At present,

Lawn mowing and general trimming is covered by outside vendor

Lawn treatment and spring and fall tending of beds and plantings are covered by outside vendor

Maintenance of boilers, chillers, roofing, plumbing, electrical handled by outside vendors

Send resume, certifications, and inquiries to:

Rev. Robert Marva, OFM Cap., Pastor  
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