

JOB DESCRIPTION

Diocese of Orange, #251 St. Timothy Church

Date Prepared: 03/03/2023

Date Issued:

Approved By: Brian Sutton
Facilities Manager

Date Revised:

Approved By: Beverly Fisher,
Business Manager

POSITION TITLE: Part-Time Custodian/Handyman

JOB CLASSIFICATION: Non-exempt

DEPARTMENT: Facilities

REPORTS TO: Facilities Manager

PAY RANGE: \$15.50 - \$17.50 per hour, depending upon experience

SUPERVISORY RESPONSIBILITY: N/A

INTERNAL/EXTERNAL CONTACTS:

Clergy, Parish Staff, parishioners, visitors, vendors

SUMMARY OVERVIEW:

The position requires a person that has a good attitude and flexible work schedule to keep St. Timothy grounds and facilities clean and operating safely, effectively and efficiently to serve the needs of the Clergy, parish personnel, and parish community. Schedule would include 8 hours per day on Saturdays and Sundays and four hours per weekday evenings up to 12 hours for a maximum of 28 hours per week.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. General custodial tasks including inspection of all public bathrooms, cleaning and restocking supplies as needed; cleaning of parish campus and parking lot. Emptying of trash containers. Sweeping and cleaning of paved gathering areas, sidewalks, and patios as required.
2. General cleanup and vacuuming of Church and Parish Office buildings, including kitchens, to include emptying of trash containers, cleaning restrooms, vacuuming carpeted areas, mopping hard floor surfaces, cleaning and dusting counters, window sills, doors and windows.
3. General handyman tasks related to electrical, plumbing and landscaping.
4. Setting up rooms for events and meetings.
5. Performing other work-related tasks.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Has knowledge of procedures, practices, tools and equipment used in janitorial and handyman environment.

- Must possess ability to:
 - Move, load and unload equipment and supplies weighing 35 pounds and heavier.
 - Work independently with little direct supervision.
 - Walk around campus; bend, stoop, squat and reach; climb ladders.
 - Use judgment related to emergency and safety matters

DESIRED:

- Bilingual: English/Spanish a plus

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Indoor and outdoor environment
Equipment Used:	Basic computer equipment, landscape equipment, paint materials, tools
Essential Physical Tasks:	Communicate, move, reach, climb ladder, navigate stairs, occasionally carry materials as needed weighing up to 35 lbs.