

JOB DESCRIPTION

Diocese of Orange
La Purísima Catholic Church

Date Prepared: May 3, 2023

Date Issued: May 5, 2023

Date Revised:

Approved By: Rev. Martin Nguyen, Pastor

Approved By: Rowena Morales

POSITION TITLE: Handyman/Custodian

JOB CLASSIFICATION: Full-time, Non-exempt

DEPARTMENT: Facilities

REPORTS TO: Pastor and Business Manager

PAY RANGE: \$18.00 - \$20.00 per hour, depending upon experience

SUPERVISORY RESPONSIBILITY: None

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 La Purísima Church, office buildings and entire campus clean and operating safely, effectively, and efficiently to serve the needs of the clergy, parish personnel, and parish community. Work schedule would include Saturdays and/or Sundays and must be available to work some evenings. The position will require a valid California driver's license and a good driving record. Must pass a fingerprint-based criminal background check and drug screen.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. General custodial tasks which include cleanup of parish office buildings, kitchens, to include emptying of trash containers, cleaning restrooms, vacuuming carpeted areas, mopping hard floor surfaces, cleaning and dusting counters, cleaning doors and windows.
2. General handyman tasks related to electrical, plumbing, landscaping, and carpentry.
3. Ordering and restocking supplies as needed.
4. Church maintenance – vacuum/dust, cleaning all floors and church pews.
5. Cleaning of parish campus and parking lot. Trash removal, sweeping, and cleaning of paved gathering areas, sidewalks, and patios as required.

6. Minor equipment repairs, lighting and general building maintenance.
7. Setting up for events and meetings in various parish buildings.
8. Performs other work-related tasks as requested by the Pastor.
9. Will coordinate with another full-time custodian in completing daily tasks.

QUALIFICATIONS & EXPERIENCE REQUIRED:

Ability to safely use common power and hand tools. Has knowledge of procedures, practices, tools and equipment used in janitorial and handyman environment. Handyman skills include basic carpentry, plumbing, minor electrical wiring and property maintenance. Must possess the ability to:

- Follow oral and written instructions in English and/or Spanish.
- 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 judgement related to emergency and safety matters.
- Good time management with the ability to complete tasks efficiently and safely.

DESIRED:

- High School Diploma or G.E.D.
- Bilingual: English/Spanish
- 1 to 2 years' experience as handyman or custodian
- Familiarity with and adherence to the teachings of the Roman Catholic Church

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Generally, both indoors and outdoors with exposure to various and extreme weather conditions. Often working around campus which requires walking, standing up and driving parish golf cart.
Equipment Used:	Basic computer equipment, walkie talkie, landscape equipment, paint materials, hand tools and power tools, including various cleaning equipment.
Essential Physical Tasks:	Communicate, move, reach, climb ladder, remain stationary, and occasionally carry materials as needed weighing up to 50 lbs. without assistance.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. Other related duties may be assigned and changed at any time.