



“Our parish is a living sign of God’s saving Word. The people of Saint Cecilia parish have been called by God to foster a genuine, caring Catholic Christian community. God empowers us to be a visible sign of the Kingdom of God in the world.”

Position Description Form
Diocese of Orange St. Cecilia Catholic Church

Position Title: Handyman/Custodian
(English & Spanish)
Reports to: Business Services Manager
Position Type: Full Time / Non-exempt
Hours: 40 hours per week
Schedule: Monday – Friday (Noon to 9pm with non-paid lunch)
Rate of Pay: \$18-21/per hour.

Job Summary:

The position requires a person that has a good attitude and flexible work schedule to keep St. Cecilia Church and School, its office buildings and entire campus clean and operating safely, effectively, and efficiently to serve the needs of the clergy, school and staff personnel, as well as parish community. The work schedule would include Monday through Friday, as well as occasional Saturdays and Sundays during peak seasons. 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.

Primary Responsibilities:

Primary duties and responsibilities include (but not limited to):

- General custodial tasks include cleanup of parish, school, 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.
- General handyman tasks related to electrical, plumbing, landscaping, and carpentry.
- Ordering and restocking supplies as needed.
- Church maintenance includes – vacuum/dust, cleaning all floors and church pews, emptying trash, restocking religious goods, as well as opening/closing church as needed.
- School maintenance includes – servicing bathrooms, servicing/cleaning school play yards, lunch areas, servicing/cleaning all drinking fountains, always ensuring building presentable (cleaning on an as needed basis – school contracts with outside agency)
- Cleaning of parish/school campus and parking lots. Trash removal, sweeping, and cleaning of paved gathering areas, sidewalks, and patios as required.
- Minor equipment repairs, lighting and general building maintenance as required.
- Setting up events and meetings in various parish and school buildings.
- Performs other work-related tasks as requested by Parish Administrator/Business Services Manager.
- Will coordinate with AM full-time custodian in completing tasks daily.

Knowledge, Skills, and Abilities

- 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:
 1. Follow oral and written instructions in English and/or Spanish.
 2. Move, load and unload equipment and supplies weighing 40 pounds and heavier.
 3. Work independently with little direct supervision.
 4. Walk around campus, bend, stop, squat, and reach; climb ladders.
 5. Use good judgment related to emergency and safety matters.
 6. Good time management with the ability to complete tasks efficiently and safely.

Desired Education, Training, or Experience

- High School Diploma or G.E.D. (must show proof of education)
- Bilingual: English/Spanish (must show satisfactory ability to speak in both languages)
- 2 to 4 years' experience as a handyman/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 requires walking, standing up and driving various vehicles.

Equipment Used:

Basic computer equipment, walkie talkie, landscape equipment, paint materials, hand and power tools, including various cleaning equipment.

Essential Physical Tasks:

Communicate, move, reach, climb ladder, remain stationary, and occasionally carry material as needed weighing up to 40 lbs. without assistance.

Note: 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.