

Position Title: Part Time Custodian

Where: St. Junipero Serra Parish – South Windsor

Reports To: Maintenance Coordinator

Non-Exempt

8-10 hours weekly. Mondays & Tuesdays, occasionally other one-time events

The custodian provides coordinated janitorial services in and around all parish facilities ensuring a clean and welcoming environment. Ensuring that safety and sanitation standards are met at all times.

Essential Duties:

- Clean and maintain specific areas by dusting, vacuuming, disinfecting, and mopping
- Empty garbage cans and change liners in church
- Clean glass and polish surfaces
- Inspect and clean graffiti and markings, if necessary
- Strong communication skills to work efficiently with staff and parishioners

Occasional Duties:

- Checks outside buildings for damage, litter and/or conditions of general deterioration
- Provide set-up and cleaning of facilities for activities, as directed
- Performs light maintenance and other duties, as assigned

Skills, Knowledge and/or Abilities

- Must possess standard janitorial skills, or strong desire to learn
- Ability to perform outlined tasks with minimum supervision
- Must be self motivated
- Ability to adapt to changes in routine or schedule
- Good manual dexterity

Educational Requirements:

- High School Diploma or equivalent
- Previous grounds keeping, maintenance, janitorial or custodian experience preferred

Physical Requirements/Environmental Conditions:

- Requires prolonged standing, walking, and/or stretching
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 50 pounds
- Requires stooping, bending, kneeling, reaching, and climbing
- Occasional work in outside elements

If interested, please contact Laura Pastula. business@sis-sw.org or 860-644-2411 x103. Please have your resume or letter of intent prepared.