

**Catholic Area Faith Community of Jesus Our Living Water
Clara City, Spicer and Willmar**

**Area Faith Community Custodian
St. Mary, Willmar
Our Lady of the Lakes, Spicer
JOB DESCRIPTION
7/1/2024**

I. POSITION IDENTIFICATION

- **Time/Benefits:** This position is tailorable and can be a full-time position of approximately 30-40 hours per week, with benefits. Some evening/weekend hours may be required.
- **FSLA designation:** Non-exempt (hourly)
- **Reports to:** Area Director of Administration
- **Receives work direction from:** All area faith community and parish staff
- **Resource to:** All area faith community and parish committees, organizations/groups and others using the facility and others as directed by the supervisor and/or Pastor
- **Direct reports:** None
- **Provides work direction to:** Volunteers

II. PRIMARY PURPOSE OF THIS POSITION:

The Custodian is responsible for maintaining an attractive, clean and safe environment for all employees and visitors to the Churches of St. Mary. Ensuring that the parish facilities are clean and ready for our liturgies and activities – whether scheduled or unscheduled - is the most important responsibility of the job.

III. CHURCH EMPLOYMENT RESPONSIBILITIES:

- * Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church, the Diocese of New Ulm, and the Catholic Area Faith Community of Jesus Our Living Water. Their public behavior must not violate the faith, morals or laws of the Church, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be Catholic; however, it is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Catholic faith will be provided.

IV. REPRESENTATIVE RESPONSIBILITIES

- * Be present when and where needed, ready to work as needed to meet responsibilities. This includes satisfying responsibilities in a timely and accurate manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of. It also includes advance communication with supervisor if the current tasks/duties require a temporary change in the employee's expected starting and/or ending time, or date.
- * Help create a productive and harmonious work environment. Promote good morale, adequate communication and cooperative teamwork.
- * Attend and remain compliant with all diocesan Safe Environment training requirements.
- * Maintain and clean all restroom facilities – especially before and after weekend liturgies, funerals, and Faith Formation classes. This includes ensuring that all restrooms are adequately stocked with necessary supplies.
- * Maintain and clean all floors in building on a regular basis. This includes vacuuming / shampooing carpets and regular cleaning of all floors.
- * Ensure cleanliness of kitchens, Parish Hall (Willmar) and Gathering Area (Spicer) are in a condition ready for the preparation and/or distribution of food.

- * Ensure rooms are arranged as needed for events/activities on parish calendar. This includes working alongside volunteers who may come in to help with these tasks.
- * Lock and unlock building doors.
- * Move and carry boxes and other large items as needed.
- * Dispose of garbage and recyclables properly. Ensure that all garbage and recyclables are in appropriate outdoor dumpsters/containers and accessible for garbage haulers.
- * Maintain church grounds and landscaping, providing for care of sidewalks, lawn, shrubbery, and weed control. This includes the rectory in Willmar, unless other arrangements are in place with the current pastor.
- * Order custodial supplies for all parishes in AFC.
- * Maintain neat and orderly storage and supply areas in the building.
- * Travel between AFC parishes on a regular basis to perform duties, deliver supplies, and assist custodians in our Spicer and Clara City churches as needed.
 - * Maintain a weekly log of work-related travel.
- * Work with Pastor and volunteers for decorating each worship site for liturgical seasons.
- * Operate and maintain mechanical heating and ventilating equipment in efficient manner.
- * Make minor repairs as needed.
 - * Repairs requiring the hiring of outside repair person/company shall be coordinated with the Administrator.
 - * Make recommendations relative to need for major repairs on parish equipment and/or facilities.
- * Regularly inspect building for signs of rodent and/or insect infestations.
- * Perform regular upkeep, maintenance and visual inspection of equipment such as checking water softener, etc.
- * Coordinate regular service/maintenance at facilities. For example, but not limited to, HVAC maintenance, preventative pest control, window cleaning, fire extinguisher inspection, etc...

Other responsibilities include those identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative of the job and are not all-inclusive. Other responsibilities are those found in the area faith community Employee Handbook.

The responsibilities identified with an asterisk “*” are essential functions of the job.

V. QUALIFICATIONS

- Two years of experience performing similar duties in a commercial facility.
- Fluency in the English language. Ability to speak Spanish would be an asset.
- Successful completion of criminal background checks
- Successful completion of pre-employment physical as required by employer.
- Successful completion of MVR background check, possession of valid driver's license and proper vehicle insurance.
- Must have access to a reliable, properly-insured, vehicle in order to travel between AFC worship sites.
- Possess a State of Minnesota Boilers license, or be willing to obtain one.

VI. MENTAL DEMANDS

- Must support and carry out tasks to reinforce the vision of the area faith community.
- Must publically support the pastor and recommendations of the Area Pastoral Council and/or the Parish Administrative Councils.
- Demonstrates openness and honesty in communicating with others, while exercising discretion in confidential matters.
- Ability to remain calm in stressful situations.
- Ability to work with, and receive work direction from, people of diverse backgrounds, personalities, and goals.
- Exhibits self-motivation and attention to detail.
- Ability to work without supervision.
- Leads a life demonstrative of Christian values.

VII. PHYSICAL DEMANDS

- Ability to sit, stand, walk, and climb up and down stairs.
- Ability to kneel, crawl, lie down, climb ladders, and is generally able to adopt all those body positions necessary to make basic repairs.
- Ability to lift and carry up to 50 pounds, including up and down stairs, using proper lifting techniques.
- Ability to see, hear, and speak well enough to engage in conversations and understand reports of facility issues.
- Ability to use telephone.
- Ability to work all hours needed to meet the job responsibilities.

II. AGREEMENTS

Employee:

I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Employee signature

Date

Supervisor:

I have reviewed this job description and agree it is an accurate representation of the responsibilities performed in this job.

Supervisor signature

Date