

Title: Custodian
Reports to: Pastor
Position: Part-time, Unbenefited
Parish: St. Joseph Church & School, Manhattan, IL

Job Summary

The Part-time Custodian maintains the cleanliness and function of the parish campus, including the parish school.

Duties & Responsibilities

- Maintain the cleanliness of the church and school that includes the cleaning of floors and carpets, pick-up and disposal of garbage.
- Perform outside maintenance of plants and grounds.
- Responsible for setup of tables, chairs and other items needed for events, meetings, etc..., including cleaning up afterwards.
- Assist in the repair and/or replacing items throughout campus as needed.
- Other duties as assigned by Pastor and/or Principal.

Qualifications & Educational Requirements

- High school diploma or equivalent is required.
- Previous custodial experience is preferred.

Preferred Skills:

- Must be friendly, courteous, and a self-starter who can adapt well to the changing needs of our staff, volunteers and parishioners.
- Must be able to lift 50 lbs., climb ladders and be in good physical condition.
- Must be able to work inside and outside in various types of weather.

Position

Part-time, Monday - 8:30 a.m. to 3:30 p.m. and Friday – 8:30 a.m. to 1:30 p.m.

Salary

Salary is \$18.00 per hour.

Benefits

Paid personal leave days.

Please send a cover letter and resume to businessmanager@sjpmanhattan.org. to apply for this position. Please reference Part-time Custodian in the subject line of email.