

Title: Custodian
Parish: St. Joseph Catholic Church, Manhattan, Illinois
Reports To: Pastor
Position: Part-Time, Unbenefited
Monday-Thursday, 8:30 a.m. to 3:30 p.m. and Friday, 8:30 a.m. to 1:30 p.m.

Job Summary

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

Duties & Responsibilities

- Maintain the cleanliness of the school and church which includes the cleaning of floors and carpets, pick up and disposal of garbage.
- Perform outside maintenance of plants and grounds.
- Set up and take down lunch set up, remove lunchroom garbage, mop and sweep daily gym floor after lunch
- Responsible for setup of tables, chairs and other items needed for events, meetings, etc..., including clean up afterwards.
- Assist in the repair and/or replacing items throughout campus as needed.
- Other duties as assigned by Pastor and Principal.
 - There is evening cleaning crew for classrooms, hallways and bathroom cleaning.

Note: This job description is not intended to be all-inclusive. Other related duties may be assigned to meet the ongoing needs of the organization.

Qualifications & Educational Requirements

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

Preferred Skills:

- The Candidate must be friendly, courteous, and a self-starter who can adapt well to the changing needs of our staff, volunteers and parishioners.
- The person in this position must be able to lift 50 lbs., climb ladders and be in good physical condition.
- Work is inside and outside in various types of weather.

Salary & Benefits

- Hourly rate is \$19.00, with paid personal leave days.

Please send resume and cover letter to businessmanager@sjpmanhattan.org