Title: Maintenance Custodian
Parish: St. Jude Catholic Church, New Lenox, IL
Reports To: Maintenance & Grounds Supervisor
Position: Part-Time, Unbenefited
Hours: Tue, Thu, Sat, & Sun
6:00pm – 11:00pm, May be asked to fill in on days off.

Summary

St. Jude Catholic Church is seeking a dependable, motivated, and service-oriented Maintenance Custodian to help maintain our church, school, and campus. This position plays an important role in creating a clean, safe, welcoming, and well-maintained environment for parishioners, staff, visitors, and the many ministries that call our parish home.

The ideal candidate is self-motivated, takes pride in their work, enjoys solving problems, and possesses the skills necessary to perform both custodial and general maintenance responsibilities (if needed). The successful candidate will support the mission of the Catholic Church by ensuring our facilities are ready for worship, education, meetings, and parish events. Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet.

Essential Responsibilities

Custodial Duties

- Clean and sanitize the church, offices, school, meeting rooms, restrooms, and common areas.
- Vacuum, mop, dust, disinfect, and maintain floors and furnishings.
- Empty trash and recycling containers.
- Restock restroom and janitorial supplies.
- Maintain the cleanliness of entrances and gathering spaces.
- Ensure facilities are presentable before and after parish events.

Building & Grounds Maintenance

- Perform preventative maintenance throughout the campus.
- Outdoor clean up and maintenance could be required.
- Complete basic repairs if needed.
- Replace light bulbs, ceiling tiles, filters, batteries, and other building components.

Event & Facility Support

- Set up and take down tables, chairs, stages, and equipment for parish events.
- Assist ministries and parish staff with room configurations.
- Ensure meeting rooms are properly prepared and restored.

General Responsibilities

- Respond promptly to maintenance requests.
- Make sure all facilities are well maintained.
- Work cooperatively with parish staff, volunteers, vendors, and contractors.
- Maintain maintenance logs and supply inventories.
- Follow all OSHA and Diocese of Joliet safety policies.
- Be available for occasional evenings, weekends, and emergency calls when needed.
- Perform other duties as assigned.

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

- Previous custodial experience preferred but not necessary.
- Knowledge of basic building maintenance
- Ability to operate power tools and custodial equipment safely.
- Strong organizational and communication skills.
- Ability to prioritize work independently.

Physical Requirements

This position requires the ability to:

- Lift up to 50 pounds.
- Frequently stand, walk, bend, kneel, climb ladders, and perform physical labor.
- Work indoors and outdoors in all weather conditions.
- Safely move tables, chairs, equipment, and supplies.

Salary

Hourly Rate Range $15.00 - $18.00 per hour dependent on experience and qualifications.

Benefits

Paid personal leave days.

If you are interested in this opportunity, please email a cover letter and resume to Lisa Raspante, business manager at businessmanager@stjudechurchnl.org