



St. Mary Immaculate Parish

Job Description

Position: Part-Time Custodian

Work Schedule Status:

Part-Time, Non-Exempt

Saturday and Sunday, 2:00 p.m. until 10:00 p.m.

Reports to: Lead Custodian

Supervise: N/A

Job Purpose: St. Mary Immaculate Parish is seeking to hire a part-time Custodian to maintain the cleanliness and function of the parish campus, during the late afternoon and evening on the weekend.

I. Duties & Responsibilities:

- Clean bathrooms, floors/carpets and dispose of garbage and recycling.
- Set up and take down tables, chairs and other needed items for events, meetings
- Clean up rooms following meetings/events
- Assist with repairing/replacing items throughout campus, as needed

II. Other Duties:

- Other duties as assigned

III. Education/Qualifications:

- High School diploma or equivalent required
- Previous Custodian experience is preferred
- Must be able to lift up to 50 pounds
- Must support the mission, philosophy, objectives and policies of St. Mary Immaculate Parish, the Catholic Church and the Diocese of Joliet

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift up to 50 pounds, if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional additional evening hours may be available, flexibility to adjust to other department/business needs.

Name: _____

Date: _____

Supervisor: _____

Date: _____