JOB DESCRIPTION

Location of Position: Lower Valley Pastoral Center
Position: Custodian
Classification: Non-exempt – fulltime (40 hours a week)
Department: All
Supervisor: Office Manager

Job Summary: Responsible for providing custodial services at the Lower Valley Pastoral Center.

Qualifications:
- Ability to maintain professional cleanliness at the assigned sites
- Ability to follow instructions
- Bilingual (read & write English and Spanish)
- Must be able to work with minimal supervision
- General handyman skills (carpentry, painting, general fixer upper)

Job Elements:
- Clean, mop and dust the offices and support areas and maintain a professional appearance for the office setting inside and outside the building.
- Mop, sweep, wash windows, vacuum, empty trash, dust, clean the bathrooms, etc.
- Sanitize and control pests. Keeping buildings free from indoor pests.
- Yard maintenance (lawn and upkeep of landscaping)
- Perform routine maintenance and upkeep for the Chancery building and Bishop’s residence.
- Maintaining inventory of cleaning agents, supplies and equipment.
- Performs maintenance on fleet vehicles by taking them for tune-ups and oil changes, inspections, etc. and maintains vehicles clean.
- Providing assistance with setting facilities for events and meetings.
- Using and maintaining the power equipment and tools properly to ensure safety.
- Securing doors and buildings when not in use.
- Run office errands (post office, bank, attorney’s office, etc.)
- Other duties as assigned.

Salary: Salary to commensurate with experience

Working Conditions: Normal office environment subject to the elements occasionally.

Physical Demands: While performing the duties of this job, the employee is regularly required to walk; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.