 **Janitorial custodian 20-30 hours per week**

Nativity of Our Lord Parish and School

Part-time · $13 / hour

**Description**

Janitorial Job Opening-This position requires a minimum of a high school diploma or equivalent. The Diocese of Superior requires that a background check be made at regular intervals.  
  
A helpful, willing, and eager personality with the ability to effectively communicate with parish and school staff is required. The Custodian will report to the Maintenance Supervisor/administration  
  
The Custodian will have scheduled weekday work hours, however some additional hours, including early morning, weekend, evening, and holiday work times will be required. A flexible work schedule based around the liturgical, formational, and social needs of the parish, including funerals, classes, weekend, and evening programs as well as liturgical/music rehearsals and parishioner-scheduled events is required. On any given week, the work hours may need to be altered, but the job tasks must be completed. This is a part time position and compliance with this job description and appropriate manuals and directives published by the Roman Catholic Diocese of Superior is required. A respect for the teachings and traditions of the Roman Catholic Church is necessary.  
  
The following are the highest priority for this position:  
1. Safety and security of the buildings and grounds.  
2. Completion of daily assignments for the ongoing optimal cleaning of all parish buildings  
3. Effective and respectful communication with all parish staff and parishioners. Respond to concerns on a timely basis.  
  
Responsibilities:  
1. Dry mop, sweep, or otherwise clean the classrooms /all areas  
2. Scrub and disinfect all toilets, lavatory floors, sanitary fixtures and drinking fountains daily.  
3. Clean the Church/Chapel as required by the Maintenance Supervisor or Pastor.  
4. Empty all wastepaper baskets in classrooms and offices putting refuse in proper dumpsters daily.  
5. Vacuum all carpeted areas at least twice weekly and more frequently during high traffic or inclement weather conditions. This will include moving chairs to clean completely.  
6. Dust the furniture weekly or more often as necessary.  
7. Wash door windows weekly or more often as necessary.  
8. Building safety and security:  
a. Coordinate with Maintenance Supervisor, school, and parish staff for closing and lock up of the school at the end of each day.  
b. Have knowledge of and be a backup person for church lock-up procedure.  
9. Snow removal and ice control/sanding/salting of school/parish areas – including entries, sidewalks, driveways, and parking lots. Use of snow blower and/or shovel is required. This will include weekends, holidays, before school starts on weekdays and for special events.  
10. Serve as backup for lawn mowing and grounds care.  
11. Shampoo carpets. Wash, strip, and wax floors as directed. This will include the use of a mechanical floor scrubber.  
12. Custodial responsibilities:  
a. Respond to school and church emergency cleaning needs.  
b. Assist with special event preparations and cleanup as directed by Maintenance Supervisor /administration  
c. Take out garbage as needed at the school and church.  
d. Change light bulbs as needed.  
e. General repair of furniture including desks, chairs, and doors.  
13. Assist with set up of special functions and programs including fundraising events, school holiday programs and concerts, Catholic Schools week activities, religious education programs and parish events as needed and directed by the Maintenance Supervisor/administration  
14. Work effectively with kitchen staff to maintain cleanliness.  
15. Move and haul equipment and furnishing as requested by Maintenance Supervisor or administration  
16. Assist with food and commodities deliveries for school and church cafeterias.  
17. Assist with any clean-up workdays.  
18. Other duties as assigned by the Maintenance Supervisor/administration  
Continued  
  
Full job description available upon request

**110 Conro St, Rhinelander, WI 54501-3435, United States**