

Custodian
Facilities
St. Helen Catholic Church – Georgetown, Texas

Classification: Full Time, Non-Exempt

Catholic Requirement: Yes

Reviewed: 2/2022

Ministerial Character

The Pastor is the visible principle and foundation of unity in the Parish (St. Helen Catholic Church - Georgetown, Texas) which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. Helen Catholic Church - Georgetown, Texas help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary:

The custodian is responsible for providing custodian/ janitorial services for church, office/classroom building, and special event building as well as setting up tables and chairs for special event activities. The job will also include cleaning conference rooms, classrooms and the church between events and servicing trash and restroom needs. The individual may fill in for our existing full-time custodian during vacation and heavy workload situations. The position reports to the Facilities Manager and operates under close supervision with little latitude for the use of independent judgment and initiative.

Essential Job Duties:

- Support and uphold the philosophy of Catholic ministry and the mission of St. Helen Catholic Church in both professional and personal life. Act as a witness to Gospel values by modeling the teachings of the Catholic Church. Continuously grow in ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
- Maintain clean restrooms – replenish all paper products and soap, disinfect all touched surfaces, clean sinks and mirrors. Empty trash, clean floors, and toilets/urinals.
- Maintain offices, workrooms, kitchens, halls, and classrooms by emptying trash cans and replacing trash liners, wiping down workstations, dusting blinds, sweeping, mopping, vacuuming, and disinfecting doorknobs and light switch covers.
- Maintain church facilities clean to include restrooms, worship spaces, sacristy, and chapel.
- Clean, disinfect, and empty garbage cans in the church, cafeteria, meeting halls, and the grounds of the campus as needed.
- Provide services (event set-up, teardown, and cleanup, restrooms, and unlocking and locking up) for special event building.
- Setup meeting spaces (appropriate tables and chairs) per schedule or request.
- Replace light bulbs, stock paper goods, clean windows, wipe down walls, and dust as needed.
- Provide feedback to Facility Management regarding supplies inventory, light bulb replacement, and maintenance of the campus regarding trash and condition of outside trash containers. Take corrective action as directed. Report any facilities related maintenance issues or emergencies to the Facility Manager such as supplies running low, inoperable lights after changing the bulb, damaged equipment, and safety concerns.
- Work on weekends, evenings, and some holidays.
- Perform basic maintenance tasks.
- Provide other services as requested.

Knowledge, Skills and Abilities

- Knowledge of general cleaning practices with household type chemicals and equipment.
- Ability to work in a multi-cultural parish serving various cultures and a wide range of age groups.
- Ability to provide excellent customer service and work effectively with staff, clergy, and laity.
- Ability to read labels, use cleaning chemicals safely, follow safety protocols, wear safety gear, and use the appropriate tools for each task.
- Maintain confidentiality at all times.
- Ability to work independently at a fast pace, have attention to details, and to perform repetitive jobs.
- Ability to lift and carry at least 40 pounds.
- Ability to proficiently communicate in English and Spanish (writing, reading, and conversing).

Minimum Qualifications:

Education and Trainings:

- High School Diploma or GED acceptable to Texas Education Agency.

Experience:

- One (1) year experience with Catholic parish (preferred, but not required)

Language:

- Bilingual English-Spanish (preferred, but not required).

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.

Mental / Physical Tasks:

E	Talking	E	Driving
E	Listening/Hearing	E	Seeing
E	Standing	E	Reading and comprehending
E	Walking		Using personal computer with mouse
E	Grasping/holding	E	Standing for extended periods
E	Lifting/carrying	E	Bending
E	Moving heavy materials	E	Reaching above eye level
	Using office equipment, stapler, telephone, etc.	E	

Working Conditions:

- All employees of the Parish are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the church.
- The Parish is an at-will employer.
- All buildings and vehicles owned by the Parish are tobacco free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings and some holidays will be required.
- Will be exposed to religious ceremonies, conduct and speech including Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to established dress codes and conduct standards.
- May be required to use personal vehicle to drive off-site locations.

Approval:

Pastor's Name

Pastor's Signature

Date

Employee Certification:

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Supervisor's Name

Supervisor's Signature

Date

Employee's Name

Employee's Signature

Date