

**Diocese of Gaylord
Job Description
Maintenance Custodian**

Status: Non Exempt **Reports to:** Pastor

Revised: 9-1-08

Terms: Part Time 18 hours or less per week. On call for weekend emergencies

Primary Function:

General janitorial and maintenance of parish hall, all grounds and cemetery Opening and securing of buildings, Maintenance and care of lawn, sidewalks, parking lots, and shrubs at the church, parish hall and cemetery Checks for safety hazards Keeps grounds groomed and snow cleared.

Major Areas of Responsibility:

- General janitorial and maintenance care of the church and parish hall.
- Purchasing and maintaining supplies of janitorial and maintenance supplies.
- Maintaining logs on boilers, inspections and fire equipment.
- Oversee any person(s) helping with maintenance work.

Specific Responsibilities

- Insure that bathrooms are clean and have sufficient supplies
- Check trash containers and remove trash as needed.
- Spot check carpets for vacuuming in the hall, especially after CCED, coffee hour, luncheons.
- Insure that the church, parish hall and cemetery grounds are maintained.
- In winter insure the walks and steps are shoveled and salted at appropriate times
- Clean all roof dumps and strainers when needed
- Change bell dimmer for daylight savings time
- Arrange for inspection for fire equipment/smoke alarms
- Grease bell at church
- Other responsibilities as assigned

Qualifications:

Must be physically able to lift, bend, stoop, climb and reach. Some custodial experience preferred. Basic knowledge of most trades. Ability to keep building areas and grounds orderly and clean

Employee_____Date_____

The above is intended to describe the general content of and requirements for the performance of this job. It's not to be construed as an exhaustive statement of duties, or responsibilities or requirements.

October 2008

Diocese of Gaylord Performance Appraisal Form Maintenance Custodian

Name _____ DATE _____

ANNUAL _____ 3 MONTHS _____ SPECIAL _____

JOB TITLE: Maintenance Custodian

Job Description is updated yes ___ no ___

MAJOR RESPONSIBILITIES:

1. General Janitorial and maintenance care of the church and parish hall

Meets _____ Needs Improvement _____

2. Purchase and maintain supplies of janitorial and maintenance supplies

Meets _____ Needs Improvement _____

3. Maintain logs on boilers, inspections, and fire equipment

Meets _____ Needs Improvement _____

4. Oversee any person (s) helping with maintenance work

Meets _____ Needs Improvement _____

Please comment on any items that need improvement or have been outstanding in the performance of the Maintenance Custodian:

Specific Responsibilities

1. Insure that bathroom are clean and have sufficient supplies

Meets _____ Needs Improvement _____

2. Check trash containers and remove trash as needed

Meets _____ Needs Improvement _____

3. Spot check carpets for vacuuming in the hall, especially after CCED, coffee hour, luncheons

Meets _____ Needs Improvement _____

4. Insure that the church, parish hall and cemetery grounds are maintained

Meets_____ Needs Improvement_____

5. In winter, insure the walks and step are shoveled and salted at appropriate times

Meets_____ Needs Improvement_____

6. Clean all roof dumps and strainers when needed

Meets_____ Needs Improvement_____

7. Change bell timer for daylight savings time

Meets_____ Needs Improvement_____

8. Arrange for inspection for fire equipment/smoke alarms

Meets_____ Needs Improvement_____

9. Grease bell at church

Meets_____ Needs Improvement_____

10. Other duties as assigned

Meets_____ Needs Improvement_____

Please comment on any items that need improvement or have been outstanding in the performance of the Maintenance Custodian:

Please outline and comment on overall performance and goals for next year:

Pastor

Date

Employee Comments:

Employee

Date