



**Guardian Angels Catholic Church & School
Chaska, Minnesota**

Position Description

JOB TITLE: Temporary Custodian
(Aug. 1, 2008 to estimated end date of October 1, 2008)

Date: July 12, 2008

FLSA: Non-Exempt (Hourly)

REPORTS TO: Business Administrator

DIRECT REPORTS: None

**PROVIDES WORK
DIRECTION TO:** None

**RECEIVES WORK
DIRECTION FROM:** Business Administrator, Pastor, Principal

SCHEDULE: 7:30am-4:00pm, Monday-Friday
Occasional weekends

SALARY: Dependent upon level of experience

**BENEFIT
ELIGIBILITY:** Benefits Eligible (Health, Dental, Retirement).

PURPOSE: To ensure a safe and clean school and working environment for Guardian Angels students, faculty and staff as well as our parishioners and the public at large who use our facilities.

- RESPONSIBILITIES:**
1. To be present, ready to work, and on time for all scheduled hours.
 2. Building Maintenance Functions for all parish facilities:
 - a. Installs, repairs, and maintains machinery, plumbing, physical structure, and electrical wiring and fixtures of school buildings in accordance with blue-prints, manuals, building codes, and safety regulations, using handtools and carpenter's, electrician's and plumber's tools;
 - b. Inspects machinery and mechanical equipment for defects;
 - c. Installs, repairs, and replaces gauges, valves, pressure regulators, and other plumbing equipment, and opens clogged drains, using appropriate tools;

- d. Repairs or replaces electrical wiring and fixtures;
 - e. Constructs and repairs wooden structures, using saws, braces, bits, and appropriate materials and tools;
 - f. Paints walls, floors, woodwork and fixtures, using appropriate materials and tools;
 - g. Replaces and repairs brick, plaster, and sheetrock walls, using appropriate materials and tools;
 - h. Maintains a clean and safe work area;
 - i. Observes and promotes safe work practices and procedures at all times;
 - j. Uses and wears safety and/or protective equipment, as appropriate;
 - k. Attends inservice training to develop and improve knowledge and skills of a proficient mechanic;
 - l. Adheres to proper cleaning methods, storage, and proper care of equipment and supplies;
 - m. Takes all necessary and reasonable precautions to protect students, parishioners, equipment, materials, and facilities;
 - n. Reports all accidents and/or potential hazards to the Business Administrator immediately, or as soon as reasonably possible;
3. Oversees Daily Cleaning Services and serves as a backup when necessary, for all parish facilities:
- a. Dust all horizontal surfaces.
 - b. Vacuum and shampoo carpets and furniture.
 - c. Clean classrooms, offices, and the church facilities.
 - d. Clean, maintain and sanitize restroom facilities in all buildings.
 - e. Keep toilets fully stocked with paper and soap products.
 - f. Wash blackboards, wall, windows, and light fixtures.
 - g. Remove old floor finishes (stripping) and resurface floors (waxing).
 - h. Replace light tubes and bulbs, ballasts, and starters.
 - i. Move furniture, supplies and equipment, making adjustments when necessary.
 - j. Removes trash from offices, classrooms, lunch room, and conference rooms/meeting rooms.
 - k. Setup and break down each day of the school lunch program in the gymnasium.
 - l. Respond and attend to “accidental” spills that occur during the course of the day, i.e. children getting sick, etc. Follow all necessary safety

- guidelines for handling biohazardous waste.
4. Oversee grounds maintenance (i.e. mowing, weeding, trimming, snow removal, salting, etc) when required.
 5. Oversee Room/Event Setup and break-down:
 - a. When assigned, set up rooms prior to scheduled meetings, including setup of tables, chairs, and required equipment.
 - b. Assist with setup of major events (including but not limited to the Annual Festival, Super Sunday Funday, Spring Fling, etc).
 - c. When present, respond to additional meeting/event setup requirements requested by participants.
 - d. When assigned and upon completion of activity or event, put away tables, chairs and required equipment and clean meeting room/assist with cleaning of grounds, etc.
 6. Provide a security presence for Guardian Angels while performing assigned duties on-site:
 - a. While cleaning buildings, be aware of the presence of other people and ensure that they are in the building for a valid reason. Take security actions required to maintain safety and order.
 - b. Opens and/or secures parish buildings for authorized individuals and groups. The incumbent needs to be able to determine and make judgments as to legitimacy of requests to access buildings, rooms, and areas.
 7. Use all equipment, tools and cleaning chemicals and materials in a safe manner.
 8. Serve as Guardian Angels Asbestos Compliance Officer, attend Asbestos Handling Certification training and retraining sessions.
 9. Serve as Guardian Angels Hazardous Material and Waste Officer.
 - a. Attend training and inservice requirements to maintain certification and knowledge.
 - b. Ensure that all hazardous waste is disposed of in accordance with documented procedures.
 - c. Work with insurance company as well as Guardian Angel's environmental vendor (Currently McNeil Environmental) to ensure that all employees are adequately trained on how to handle hazardous spills/waste.
 - d. Assist with periodic reporting of hazardous waste disposal procedures as well as record keeping.
 10. Other related duties as assigned by supervisor.

OTHER In addition to representative responsibilities, provides relief

RESPONSIBILITIES: custodial services for other custodial staff. This is a security responsible position.

The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of duties and tasks are outlined in supplemental documents.

EXPECTATIONS: Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice or employees not of the Roman Catholic faith will similarly be provided.

QUALIFICATIONS: Must have ability to work cooperatively with pastor, students, faculty, staff, parishioners, and the general public.
Ability to work independently.
Must be able to follow oral and written instructions.
Must be able to communicate clearly and concisely with faculty, staff, and guests.
Must be able to manage time efficiently and plan work accordingly.

MENTAL DEMANDS Ability to work with little or no supervision.

OF POSITION: Strong service orientation to students, staff, and guests. Ability to make judgments when necessary regarding requests to unlock and grant access to specific buildings, rooms and other areas (including the ability to assert “no” to non-legitimate requests).
Ability to follow supervisor’s instructions and to work independently on regular tasks.
Maintain a positive and helpful attitude at all times, even during difficult times.

PHYSICAL DEMANDS OF Must be physically able to work from moderate heights and perform basic laborer functions.

POSITION: Must be able to repeatedly lift 25 to 50 Pounds over the course of the work shift.
Must be able to repeatedly climb and descend stairs as well as carry cleaning materials and machines up and down flights of stairs.

CLOSING DATE: **The position will remain open until filled.**

APPLICATION REQUIREMENTS: It is the responsibility of the applicant to provide the following information to be considered for this position. Incomplete applications may not be considered:

1. Complete Guardian Angels Employment Application.
2. Names and phone numbers of three professional references (NOT RELATIVES) who are prepared to comment on your employment ability.

Guardian Angels Catholic Church
215 West Second Street
Chaska, MN 55318

Employment offer will be contingent upon successful completion of a criminal background check, a physical demands screening, as well as a satisfactory drug and alcohol tests.