

# Church of the Guardian Angels

Chaska, MN

And

# Church of Saint Nicholas

Carver, MN

## Position Description

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**Date:** December 2nd, 2022

**Position Title:** Custodian

**FLSA Classification:** Non-Exempt

**Hours:** Full-time, 40 hours per week including Wednesday evenings during the school year and occasional weekends.

**Benefits:** Eligible for medical benefit. Eligible for retirement benefit.

**Reporting Relationships:**

- Directly Reports to the Parish Business Administrator.
  - Supervises: No one.
  - Resource person to and works cooperatively with Pastor; staff members; volunteers in areas of maintenance of buildings, grounds and cemeteries; and independent contractors.
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**Position Purpose:**

The Custodian will serve the churches of Guardian Angels and Saint Nicholas with courtesy, efficiency, and patience by ensuring that well-utilized areas of parish buildings are clean, accessible, secure, and ready for use. He/she will also perform light repairs, work with contractors, and oversee keeping of grounds for all parish property including cemeteries. He/she will engage with the parish community by investigating and offering input to possible solutions to resolve current building issues and help to make prudent and cost-effective longer-term plans. In doing so, he/she will contribute to the furthering of the mission of the Church in making Jesus Christ known and loved in our time and locality as parishes.

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The responsibilities listed below are representative of the position and are not all-inclusive. **Those preceded by an asterisk \* are essential functions of the job.** Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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**Church Employment Responsibilities:**

\*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which 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 can embarrass the Church or give rise to scandal. It is preferred that this employee be an active, participating Roman Catholic. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

### **Representative Responsibilities:**

- \*To be present where needed, ready to work and on time for all scheduled hours. Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and take care of.
- 1. **\*Serve as the Building Security Supervisor for both parishes, especially in support of events.**

*This aspect of the position will include, in addition to some parish-related events, providing security for Happy Feet Soccer, Inc. who is a tenant of the Guardian Angels gymnasium. Most of current hours of use by Happy Feet Soccer are anticipated to be Monday – Friday, 8:30 AM – 6:00 PM and Saturdays, 8:30 AM to 12:30 PM. It is anticipated that many of these duties will be performed in the morning and daytime with other on-call hours expected.*

- Be available and ready for custodial duties during parish festival set-up and disassembly as well as shifts if needed during festival hours as directed by the Business Administrator.
- Be available and ready for custodial duties during parish events as directed by the Business Administrator.
- Set up tables, chairs and sound equipment for all scheduled parish events as indicated by staff person or parishioner who is leading the event.
- Secure all entrances to the building except for the designated entries to be used for the event.
- Be familiar enough with the mechanical operations for each building to be able to adjust temperatures, assist with the operation of kitchen equipment, arm and unarm any security systems, etc. as needed for the event.
- Be available to clean up spills and water or melted snow in the entry areas to help prevent visitors from slipping.
- Be available to clean up and control incidents such as broken glass to reduce the potential for injuries to visitors.
- Serve as the emergency coordinator for the facility in case of a medical, weather, or other type of emergency. This includes calling 911 for a medical emergency and knowing where people should go in case of a tornado or severe thunderstorm.
- Conduct periodic walking inspections of the building area to be certain unwanted visitors have not gained access to the building to prevent thefts and vandalism.
- Oversee and provide direction to be certain that all unnecessary equipment and water systems are turned off at the end of each event.
- Oversee and provide direction to ensure security of all entrances to the building at the end of events to maintain the building's security.
- Implement a plan for key management over time, with the assistance of volunteers with knowledge in this area for all buildings at both parishes. Make recommendations to the Parish Business Administrator and oversee the execution of the plan.

## **2. \*Perform cleaning services for all parish buildings in use.**

- Implement a regularly scheduled cleaning plan for all bathrooms and perform this duty. In addition, observe bathrooms regularly and clean when needed.
- Implement a regularly scheduled cleaning plan for vacuuming, sweeping, and wet-mopping or scrubbing floors. Perform these duties.
- Create a regularly scheduled cleaning plan for sanitizing surfaces and emptying waste and recycling baskets in office, kitchen, and meeting room areas. Perform these duties.
- Coordinate with and provide work direction to volunteer groups or individuals who are currently doing general cleaning, utilizing created plans listed above.
- Observe proper chemical handling procedures when working with cleaning agents by storing properly, applying properly, and wearing gloves, protective eyewear, or a mask when it is mandated.
- Maintain and restock cleaning agents and paper products, etc. by preparing a supplies list to be ordered by the Business Administrator. Verify receipt and condition of shipments.
- Maintain cleaning equipment including vacuum cleaners and floor resurfacing machines by replacing consumable parts and performing light repairs.
- Submit properly documented purchase order requests for all cleaning supplies and replacement parts for cleaning equipment to the Parish Business Administrator.
- With the help of volunteer ministers, clear snow from walkways, stairs, and sidewalks in a timely manner.
- With the help of volunteer ministers, work cooperatively to oversee the performance of lawn care and landscaping care for all grounds for both parishes including cemeteries. Provide direct help when necessary.

## **3. Perform light maintenance and routine inspection for all parish buildings in use.**

- \*Perform minor building equipment observations, HVAC system checks, and snow melt system checks. Identify and report issues such as those related to HVAC, plumbing, and electrical wiring. Work cooperatively with contracted maintenance company to complete major repairs or upgrades.
- Perform regularly scheduled boiler inspections. (Note: this is non-essential for the position but is desired and requires a Minnesota Boiler Operator's License.)
- \*Perform routine, regularly scheduled maintenance on equipment as needed, such as replacement of filters or other consumable parts. Implement a scheduled plan of maintenance where necessary.
- \*Perform lighting maintenance and replacement including interior and exterior light bulbs, fluorescent tubes, and ballasts.
- \*Perform minor fixes as needed for such items as cleaning equipment, kitchen equipment, locks, doors, hand tools, and mechanical systems (including electrical, and plumbing).
- \*Prepare list for purchase ordering of needed consumables, replacement parts, and maintenance project-related items to be ordered by the Business Administrator. Verify receipt and condition of these items shipped.
- \*Coordinate on-site equipment and system assessments and installation with parish-contracted vendor technicians.
- \*Work closely with Catholic Mutual insurance inspector who inspects annually in order to address safety issues. Be familiar with recommended ongoing safety precautions and procedures and ensure that they are being implemented.

- \*Make recommendations to the Parish Business Administrator in order that staff and other event coordinators are familiar with and practicing safety guidelines.

**4. \*Be a resource for the parish community in maintaining its buildings and grounds.**

- Relate well with staff, volunteer ministers, and the extended community, assisting them as needed in a spirit of service to facilitate their desire to serve and cultivate a supportive and productive work environment.
- Attend and participate in scheduled staff meetings and maintenance committee meetings. Provide recommendations based on experience and observations.
- Provide, with the help of the Parish Business Administrator, assistance in coordinating the efforts of volunteer ministers in maintenance.
- Ensure that maintenance records, contractor bids, and building schematics are stored or filed in an orderly manner.
- Become familiar with budgeted line items for cleaning supplies and maintenance and make best efforts to stay within budget. Give input on budgetary needs.
- Become familiar with long-term capital improvements plan and how it relates to the current day-to-day approach for maintenance of parish building structures.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks are outlined in supplemental documents.

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**Competencies:**

- Demonstrate good listening and communication skills through telephone, computer and writing.
- Be professional, pleasant, service-oriented, courteous, and in keeping with Christian values even when dealing with difficult situations.
- Work effectively and collaboratively with staff, parishioners, vendors, and the extended community to maintain a positive and helpful environment.
- Provide input and recommendations in a competent, concise manner to supervisor, staff, and maintenance committee.
- Provide clear directions, written and verbally, to coordinators of events.
- Highly organized and attentive to details.
- Plan and meet deadlines while being flexible.
- Prioritize and execute tasks, as well as learn new activities and procedures quickly.
- Be self-motivated and work with little supervision.

**Mental Demands:**

- Actively listen and communicate well by telephone, computer, and in writing.
- Project a courteous and respectful image as an employee who represents the parish.
- Be patient with people, have an appropriate enthusiasm, and a fundamental optimism in the face of challenges.
- Remain calm and in control when under stress and when dealing with conflicts or disputes.
- Formulate and implement plans and communicate them to supervisor.
- Maintain confidentiality.

- Work as a team member in a collaborative environment and assist others as needed.
- Keep supervisor and others informed in a timely manner.
- Be flexible in working a variety of hours including some evenings and occasional weekends.

**Physical Demands:**

- Work 40 hours per week including some evenings and weekends.
- Lift and move using proper techniques up to 50 pounds.
- Move easily to and from various locations in the complex, including by using stairs.
- Hear and talk by telephone and communicate with adequate proficiency by electronic means.
- Be aware of what is taking place around oneself and respond appropriately.

**Job Qualifications:**

- High school diploma.
- 3 or more years demonstrated success in a similar capacity in the fields of maintenance.
- Complete successfully and be up-to-date in Safe Environment training including background check and Code of Conduct.
- Minnesota Boiler Operator License is desirable.

**Equal Employment Opportunity Statement**

It is the policy of the Parish to provide equal employment opportunity to all qualified persons without regard to race, color, religion, creed, sex, marital status, disability, age, national origin, and status with regard to public assistance, and any other classifications protected by applicable law that do not violate teachings of the Catholic Church, as defined by the *Catechism of the Catholic Church*. Employment practices are intended to ensure that all individuals are recruited, hired, assigned, advanced, compensated, and retained on the basis of their qualifications. Exceptions to this nondiscrimination policy may be necessary when based upon a bona fide occupational qualification or in compliance with the teachings of the Catholic Church.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization’s needs change, my job description will change.

\_\_\_\_\_ Date: \_\_\_\_\_  
 {Name}

Supervisor: I have reviewed this job description and agree it is an accurate representation of the responsibilities performed in this job.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Joel Swanson  
 Parish Business Administrator