

Job Posting Form

Date Posted: 12/2/20

Send resume to: Rev. Robert Gebhard
Blessed Trinity R.C Church
317 Leroy Ave., Buffalo, NY 14214
Email: blessedtrinitychurch@gmail.com

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 20 Full-Time:

Job Title of Open Position: Custodian

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Blessed Trinity R.C Church Department

Location Address: 317 Leroy Ave., Buffalo, NY 14214

Employer website: blessedtrinitybuffalo.org

Brief Job Description

The Custodian is responsible for maintaining the cleanliness of several buildings and assisting with a variety of semi-skilled manual work in the maintenance, repair and energy management of the church and other parish buildings.

Essential Duties and Responsibilities

- Maintain work area in orderly condition
- Monitor alarms and safety hazards and take remedial action
- Check buildings, grounds and facilities for damage daily
- Perform/assist with snow removal
- Maintain grounds, cut grass, trim bushes, clean drains
- Remove garbage and debris
- Other maintenance and repair work as required.
- Sweeps and mops floors and stairwells, strips and waxes floors.
- Cleans all bathrooms, checks and replenishes supplies of paper towels, toilet tissue and soap.

Qualifications: Required Education/Experience

- High School Education
- Completed police background check
- Basic knowledge of plumbing/electrical work and familiarity with hot water and steam boilers

Desired Skills

- Ability to make routine repairs to a variety of mechanical equipment
- Ability to understand and follow routine oral and written instructions
- Ability to get along well with others
- Industrious and dependable.
- Must have automobile and New York State Driver's License in good standing.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **Dec. 15, 2020**