

Job Posting Form

Date Posted: 12/28/2020

Send resume to: employment@stgregs.org

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

Job Title of Open Position: Custodian

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

Employer: St. Gregory the Great Parish Department Maintenance

Location Address: 200 St. Gregory Court, Williamsville, NY 14221

Employer website: www.stgregs.org

Brief Job Description

Primary Functions: The Custodian position is vital to maintain the overall cleanliness of the buildings on the Parish Campus and to assist the Maintenance staff in other duties ranging from setup/breakdown of furniture for events and simple maintenance tasks.

Daily Assigned Tasks: Each day you will be assigned tasks to assist in keeping the building you are scheduled to work in clean throughout the shift. Responsible for any setup/cleanup duties pertaining to any events scheduled to take place on the Parish Campus and assist with light maintenance duties.

Examples of Daily Tasks include but are not limited to:

- Empty/remove trash/recycling to the appropriate dumpsters
- Clean all fixtures in restrooms; replace and refill products in bathrooms and common areas
- Sweep and mop non-carpeted floors, vacuum all carpeted flooring
- Secure and store all cleaning supplies and equipment after completion of daily tasks; Ensure all cleaning equipment is in a safe, secure location and it is in working order.
- Clean windows and doors
- Unlock/lock all doors before/after events and programs
- Set up and clean-up from events and programs.
- Wipe down pews, kneelers and common areas in the Church
- Minor repairs pertaining to electrical and plumbing

Qualifications: Required Education/Experience

Education:

- High School Diploma or GED preferred

Experience:

- Minimum 5 years custodial experience
- Basic knowledge and experience with electrical (e.g. replacing outlets, fluorescent and LED bulbs, ballast, light fixtures) and plumbing (e.g. replacing valves, faucets)
- Operation of snow removal equipment
- Excellent communication skills (verbal and written)
- Team Player
- Physically able to perform the duties assigned
- Ability to work second and third shifts

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than until position is filled.