

**Job Posting Form
Queen of Heaven**

Date Posted: August 10, 2017

Send resume to: Sarah Jankowski
4220 Seneca Street
West Seneca, NY 14224
Email: sarah@qofhchurch.org

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

Job Title of Open Position: Custodian/Maintenance

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

Employer: Queen of Heaven Church Department Rectory/School

Location Address: 4220 Seneca Street West Seneca NY 14224

Employer website: www.qhchurch.org

Brief Job Description

The custodian is responsible for maintaining the cleanliness of the building and assisting with a variety of semi-skilled manual work in the maintenance, repair and management of school, church and other campus buildings.

Qualifications: Required Education/Experience

- Assists senior custodian/maintenance with variety of projects
- Maintains work area in clean and orderly condition as well as tools and equipment.
- Checks daily building, grounds, and facilities for damage malfunctions, etc.
- Monitors all safety hazards and takes remedial action to ensure correction.
- Perform and assists with snow removal
- Maintains grounds, picks up branches, debris, and garbage. Cleans drains, erects and repairs fencing.
- Maintains all aspects of buildings and grounds.
- Performs other maintenance and repair work on equipment as assigned.
- Cleans all bathrooms as needed.
- Checks and replenishes supplies pf paper towels, toilet paper and soap.
- Cleans glass doors.
- Wipes down office doors.
- Removes garages and recycle from the school, church and rectory.
- Keeps supply room and slop rooms neat and orderly.
- Keeps outside doorways clean
- Locks up the building when required.

- Reports any equipment that is broken to Administrative Coordinator.
- Consistently complies with all School policies and procedures.
- Constantly maintains high performance standards at work with regards to personal behavior and interactions with staff, community members and outside organizations.
- Performs other duties as assigned by the Administrative Coordinator.

Desired Skills

- Ability to make routine repairs and adjustments to a variety of mechanical equipment
- Ability to understand and follow routine oral and written instructions
- Ability to get along well with others
- Mechanical Aptitude
- Industrious and dependable
- NYS driver's license in good standing; reliable transportation to get from site to site as required
- VIRTUS compliant
- Able to lift 50-80 lbs
- Preferred: Trade School certification; 3-5 years custodial experience, associate's degree
- Minimum: High School Diploma or GED and 1-2 years' experience. .

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **Until Filled**