POSITION DESCRIPTION

POSITION TITLE: CUSTODIAN 80%/GROUNDS KEEPER 20%

Status: Non -Exempt

Reports to: Business and Facilities Manager

POSITION PURPOSE

The Grounds Keeper provides a variety of services such as gardening, mechanical repair, general maintenance and overall handyman. The custodian provides janitorial services in all buildings including the Church on the St. Thomas Aquinas campus.

TYPICAL JOB DUTIES

1. Cleans church and other parish buildings. Mops and vacuums floors, cleans bathrooms and performs other cleaning activities as directed. Assures the church and other parish buildings are maintained in a clean and orderly manner.
2. Maintains grounds: mows, waters and edges lawns; performs snow removal with shovels, blows walkways, weeds, prunes and rakes as directed on a seasonal basis.
3. Provides other general assistance as needed e.g. setting up the tables and chairs in the facilities as requested, hauling and moving items and equipment, running errands.
4. Collects and disposes of trash and garbage
5. Perform light maintenance as directed by the Facilities Manager.
6. Checks outside buildings for damage, litter and/or conditions of general deterioration.
7. Performs scheduled monthly, semiannual or annual janitorial duties, floor waxing, painting, window washing, carpet cleaning as directed by Facilities Manager in accordance with parish maintenance schedule.
8. Provides set-up and cleaning of facilities for evening or weekend activities as directed by Facilities Manger on an "as needed" basis.

Necessary Qualifications

1. Ability to lift 50 pounds.
2. Able to honor and maintain confidentiality.
3. Must be self-motivated and prompt in performing tasks.
4. On call availability for emergencies.

Please contact Barbara Mallak at Barbara.mallak@stanm.org