



## Church Custodian

Diocese of Winona-Rochester  
*Church of the Resurrection*  
Rochester, Minnesota

**Revised August 10, 2020**

**Term:** Part Time Employee

We are looking for a Custodian to take care of church and carry out cleaning and maintenance duties in the Sanctuary, the Narthex, all office spaces, and restrooms.

### **FUNCTIONS:**

- Cleaning designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning etc.)
- Carry out cleaning tasks of special projects
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations
- Notify Maintenance Supervisor (in the case of the Maintenance Supervisor absence, notify the Maintenance Assistant) of occurring deficiencies or needs for repairs

### **REQUIREMENTS:**

- High school degree
- Mature, responsible adult
- Proven working experience as a cleaner
- Ability to handle heavy equipment
- Knowledge of cleaning chemicals and supplies
- Position requires 3-5 hours daily during weekday evening hours while the office is closed and the day's activities are completed. Additional hours may be required on weekends to clean up after funerals, weddings, Masses.
- Must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of church
- Integrity and confidentiality for the privacy of the priests and staff working in the various spaces
- Must observe and follow the behaviors and policies outlines in the Code of Conduct of the Church of the Resurrection, Virtus Safespace Training, and the Employee Handbook
- Ability to understand verbal and written instructions
- Must have the ability to perform outlined tasks with minimum supervision
- Must be self-motivated and able to handle changing priorities
- Ability to relate well with others and communicate calmly and professionally
- Meet with Parish Administrator and Pastor as needed
- Open to changes in job description and completes other duties as assigned by the Parish Administrator, or Pastor.

### **WORKING CONDITIONS:**

- Frequent lifting
- Must be able to lift and carry objects weighing 15-30 lbs.
- Ability to do lifting, bending, stopping, reaching and climbing ladders within safety standards for job related tasks

### **REPORTING RELATIONSHIPS:**

This position reports directly to the Parish Administrator and ultimately to the Pastor.

An ever-growing Eucharistic community boldly serving others through God's love