

Custodian

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Founded in 1948, St. Theresa is transformed by an ongoing prayerful relationship with the Gospel message, renewed by its education processes and fulfilled by a commitment to ministry.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Clean Church, Chapel, Adoration Chapel, classrooms, Parish Hall.
- Clean outside areas regularly, as directed.
- Empty trash containers in and around Church Property.
- Notify Maintenance Person of any cleaning supplies needed.
- Assist with set up and breakdown for Ministry events (as requested).
- Report all maintenance concerns to administration.
- Adhere to Safety Regulations
- Observe professional ethics and confidentiality in dealing with Administration, Staff, Contracted Personnel and Community.
- Clean and supply restrooms as needed.
- Other duties as assigned.

QUALIFICATION REQUIRED:

- High school or GED level education.
- Must be familiar with cleaning products and their appropriate use.
- Knowledge of acceptable cleanliness standards for offices and parish buildings.
- Ability to use cleaning tools such as vacuum cleaner & floor polisher.
- Familiarity with basic hand tools.
- Must be able to read basic English on cleaning agent labels for safety purposes.
- Must be available to work a flexible schedule; possible weekend and holiday scheduling as needed.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying 50+ lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward resume and cover letter with salary requirements to:

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The Diocese of San Bernardino is an Equal Opportunity Employer.