

Custodian

St. John Bosco Mission, Highland
Part Time: 12 hours per week. **Salary:** \$20.00 per Hour

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.

POSITION SUMMARY:

The Custodian is responsible for maintaining a clean, safe, and welcoming environment within the church's premises. This role involves performing various custodial duties to ensure that all areas of the church: offices, classrooms, parish halls, restrooms, and common areas, are kept in clean condition. The Custodian will also support the church's various functions by preparing spaces for events and ensuring that all facilities are properly maintained.

ACCOUNTABILITY:

Administrator/Pastor

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Cleaning and Maintenance:

- Perform routine cleaning tasks, including sweeping, mopping, vacuuming, dusting, and sanitizing surfaces.
- Clean restrooms and replenish supplies (toilet paper, soap, paper towels, etc.).
- Empty trash receptacles and recycling bins regularly.
- Maintain cleanliness of entryways, hallways, parish center and church.

2.Event Setup and Teardown:

- Assist with moving, arranging, setting up, and taking down tables, chairs, and other equipment needed for worship services, meetings, and special events.
- Ensure areas are clean and organized after events.

3. Facility Safety and Security:

- Perform regular inspections to ensure the building is safe and secure (e.g., checking for and mitigating tripping hazards, ensuring doors and windows are locked, etc.).
- Notify leadership if maintenance or repairs are needed (e.g., plumbing, lighting, or HVAC issues).

4. Supplies and Equipment Management:

- Monitor and restock cleaning supplies and equipment.
- Report what supplies need restocked to the Church Administrator for ordering.
- Ensure proper storage and maintenance of cleaning equipment.

5. Groundskeeping:

- Year-round outdoor grounds: mowing, trimming, weeding, etc.
- Ensure cleanliness and readiness of church grounds for holidays and special events (e.g., Advent, Easter, weddings, funerals).

6. Other Duties:

- Respond to urgent cleaning or maintenance needs as they arise.
- Perform additional tasks as assigned by the Pastor or Deacon.
- Provide assistance to colleagues in the department to effectively maintain, and repair equipment, buildings, and parish properties
- Provide support after work hours if required in emergency situations.
- Ensure compliance and implementation of parish and Diocese policies.
- Perform other related duties that may be assigned.

QUALIFICATION GUIDELINES:

- High school diploma or equivalent.
- Previous experience in custodial or janitorial work, preferably in a church or similar setting.
- Knowledge of cleaning techniques, supplies, and equipment.
- Strong attention to detail and a commitment to maintaining high standards of cleanliness and safety.
- Must be reliable, punctual, trustworthy and have a strong sense of responsibility for parish property.
- Basic understanding of OSHA and Cal/OSHA regulations as they pertain to custodial work, chemical handling, and hazard communication.
- Knowledge of cleaning agents and their proper use, including dilution ratios, safe mixing, and appropriate surfaces.
- Familiarity with parish liturgical schedule and Catholic customs to respectfully clean sacred spaces.
- Time management and prioritization skills to manage routine tasks and urgent requests efficiently.
- Ability to work independently with minimal supervision.
- Basic record-keeping skills to log completed tasks, inspections, and supply usage.

- Skill in operating and maintaining custodial equipment, such as buffers, extractors, pressure washers, and floor scrubbers.
- Communication skills to interact effectively with staff, parishioners, and vendors.
- Ability to maintain communication in a respectful, professional and considerate manner within a church environment.
- Ability to identify and report safety hazards or facility concerns promptly to the appropriate personnel.
- Ability to follow detailed instructions and cleaning schedules while also using judgment in responding to unexpected needs.
- Ability to adapt to varied work environments, including classrooms, worship areas, and outdoor spaces.
- Ability to uphold confidentiality and professional decorum, particularly when cleaning offices or encountering parishioners/visitors.
- Must meet all Diocesan Safe Environment requirements, maintain compliance with Diocesan Safe Environment Training, must pass a background check and maintain updated background clearance.
- Ability to follow and implement policies and procedures set by the Bishop, Pastor, and Diocesan Offices.
- Must be open to additional training to enhance knowledge and effectiveness for the position.
- Ability to adapt to evolving parish needs, manage multiple programs, events, and responsibilities.
- Ability to work evenings and weekends as required for needs of the parish and/or parish events.
- Bi-lingual and bi-literate in English and Spanish preferred

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting; lifting, pushing, pulling and carrying up to 50lbs., 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 send your cover letter and resume to:

Attn: Lorena Ramirez

Email: lr Ramirez@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.

The Diocese of San Bernardino is an Equal Opportunity Employer.