

Custodian/Maintenance
St. Peter & St. Paul Catholic Church/ School, Alta Loma
2022-2023

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: Responsible for maintaining and cleaning the Parish/School grounds and rooms as needed, order cleaning supplies, and report any health or safety concerns. To ensure the cleanliness and safety of the Parish/school facilities.

POSITION SCOPE & ACCOUNTABILITY: School Principal/Vice-Principal, Parish/School Business Manager

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

1. Clean church, kitchen, parish hall, classrooms, parish offices and restrooms daily during the week.
2. Clean outside areas regularly, as directed.
3. Empty trash containers throughout the campus daily.
4. Order cleaning supplies as needed, with approval of Administrator.
5. Perform minor maintenance/repairs and acquire contractors as need, with approval of principal and/or facilities manager.
6. Assist with set up for special events.
7. Report all maintenance concerns to Administrator.
8. Adhere to OSHA and Safety regulations.
9. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.
10. Ability to lift and move 50+ lbs.
11. Ability to work hours needed by parish/school (may vary due to parish/school events).

QUALIFICATION GUIDELINES

EXPERIENCE: Prior experience with cleaning and maintenance equipment.

EDUCATION/TRAINING: Willing to further education/training needed.

KNOWLEDGE/SKILLS AND ABILITY: Ability to use cleaning and related equipment.

SPECIAL REQUIREMENTS: Fulfill Diocesan requirements: PMFP classes as required; Safe Environment requirements of the diocese; TB clearance; Hepatitis B shots/waiver and all required forms signed.

WORKING ENVIRONMENT (SAFETY REQUIREMENTS): Follow through with special requirements (above); Ability to work hours and days needed by Principal/Parish Business Manager; Ability to follow safety precautions required.

Skills & Experience Required

Must have the ability to perform outlined tasks with a minimum supervision

Must be self-motivated

Ability to organize and prioritize time

Experience in maintenance a plus

Working knowledge of basic grounds and indoor/outdoor maintenance tools

Maybe required to be flexible with regards to work schedule

Send Resume to: Karen Hein, Parish Business Manager – khein@stpeterstpaul.com

Kelly Burt, Principal - kburt@sbdiocese.org

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