

Parish Custodian St. Paul the Apostle Catholic Church

Founded in 1986, St Paul the Apostle is a community baptized into Jesus Christ, formed by Word and Sacrament, Empowered by the guidance of the Holy Spirit, seek to be the visible sign of God's love.

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Cleans and maintains all buildings of the parish.
- Includes the church, multi-purpose building, parish offices, restrooms and kitchen.
- Dusting, mopping, empty trash containers, vacuuming carpets, clean windows and fixtures.
- Sanitize using electro-static sprayers. Training and PPE provided.
- Perform routine scheduled monthly, semi-annual and annual major janitorial duties.
- Other duties as assigned.
- Order and maintain adequate inventory of janitorial supplies.
- Provide set-up of facilities for scheduled events and meetings.
- Report concerns and issues with plumbing, electrical and unsafe conditions.
- End of day security routine locking and securing entire facility including gates.

QUALIFICATION REQUIREMENTS:

- Must be able to pass DOJ and FBI background clearance.
- Minimum high school graduate or G.E.D
- 2 -3 years of custodial experience or equivalent.
- Knowledge of cleaning products and safe usage.
- Ability to use basic cleaning tools and related equipment.
- Must be able to meet a flexible work schedule. Includes weekends, early a.m. and evenings to 10:00 p.m.
- Must have the ability to interact professionally with all parish staff, parishioners and visitors coming into the parish.
- Must have the ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS

Must be able to lift 60+ pounds on a regular basis. Frequent standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes.

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

St Paul the Apostle Catholic Church
14085 Peyton Dr. Chino Hills, CA 91709
Attention: Manny Perez
Email mperez@sptacc.org

The Diocese of San Bernardino is an Equal Opportunity Employer.