

Janitor

St. Catherine of Alexandria, Riverside

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:

Under general supervision, cleans and maintains cleanliness of all parish offices, meeting rooms, buildings and facilities.

RESPONSIBILITIES:

- Cleans parish facilities (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restrooms, kitchen, floors, etc.)
- Takes out the trash and recycling.
- Wipes down and sanitizes surfaces.
- Cleans outside areas regularly or as directed.
- Organizes the janitor closet and stores janitorial supplies.
- Sets-up rooms for meetings and special events as needed.
- Adheres to OSHA, Safety regulations, and company policies and procedures.
- Observe professional ethics and confidentiality in dealing with pastor, parish staff, ministry leaders, and parishioners.
- Other duties as assigned.

QUALIFICATIONS:

- High school graduate or GED level education.
- Minimum two years experience with cleaning offices and buildings.
- Familiarity with cleaning products and their appropriate use.
- Knowledge of acceptable cleanliness standards for offices and buildings.
- Must be familiar with basic hand tools.
- Ability to use cleaning tools such as vacuum cleaner and floor polisher.
- An understanding of the goals and priorities of the parish.
- Bilingual and biliterate preferred.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 10-30 lbs., stooping, standing, sitting, lifting and carrying, 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 your resume to:
St. Catherine of Alexandria Church
Attn: Ronna Bugarin
7005 Brockton Ave. Riverside, CA 92506
Email: stcofa@stcofa.org