

St. Andrew Newman Center

Position: Janitor

Part Time: 20 hrs. per week

Compensation \$17.00 / hr

Position Summary:

The Janitor 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 janitor will also support the church's various functions by preparing spaces for events and ensuring that all facilities are properly maintained.

Reports to:

Pastor

ESSENTIAL JOB FUNCTIONS:

- Clean and maintain all floors (sweep, mop, vacuum, polish) in worship spaces, classrooms, offices, and common areas.
- Dust and sanitize surfaces and furniture, including pews, tables, and chairs; perform deep cleaning as needed.
- Thoroughly clean and restock restrooms after Masses and events, ensuring they are always sanitary and fully stocked.
- Empty all indoor and outdoor trash and recycling bins, replace liners, and dispose of waste properly.
- Clean glass surfaces such as windows, mirrors, and doors to maintain a clear and polished appearance.
- Set up and take down furniture and equipment for Masses, meetings, and events; assist with post-event clean-up.
- Maintain order in pews and worship materials, keeping hymnals and other items organized and presentable.
- Perform minor maintenance tasks and report larger issues or safety hazards to the Facilities Manager.
- Keep janitorial closets and supply areas clean and organized; monitor and restock supplies as needed.
- Complete daily checklists, follow safety procedures, secure the building when necessary, and assist with special cleaning tasks or seasonal duties.
- Other duties as 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 safety, techniques, supplies, and equipment.
- Ability to work independently with minimal supervision.
- Strong attention to detail and a commitment to maintaining high standards of cleanliness.
- Physical ability to perform tasks that require bending, lifting, and standing for extended periods.
- Reliable, punctual, and trustworthy.
- Be available to work assigned schedule including evenings and weekends as needed
- Ability to work in a respectful and considerate manner within a church environment.

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, pushing, pulling 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 forward your resume and cover letter to:

St. Andrew Newman Center
105 W. Big Springs Road, Riverside, Ca. 92507
Attention: Susan Toledo
Email: Stoledo@sbdioocese.org

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