

# Janitor

(Full-time)

St. Anthony Catholic Church

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.

Founded in 1974, St. Anthony is committed to further the Gospel teaching in everyday life and help spread the teachings throughout the community.

## **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Assist with the upkeep, maintenance, and repair of all items related to the physical facilities of St. Anthony facilities (Church, Hall, Parish Offices, Classrooms, Meeting Rooms & Rectory).
- Maintains the cleanliness and sanitizing of the parish facilities, including but not limited to: sweeping, dusting, removing litter and wastepaper, cleaning fixtures, furniture, windows, floors, and bathrooms.
- Assists with preparation for all meetings, classes, gatherings, and socials, including the set up and break down of all tables and chairs.
- Communicates regularly with supervisor on parish needs.
- Plans and work collaboratively with the staff when required by the nature of a particular activity or by a particular agreement with your supervisor.
- Pursues relevant and appropriate opportunities for professional growth in your area of parish ministry.
- Perform other duties as agreed upon with the pastor or one's supervisor.
- Other duties as assigned.

## **QUALIFICATION GUIDELINES:**

- A high school diploma or GED level
- Familiarity with basic cleaning products and their appropriate use.
- Knowledge of acceptable cleanliness standards for offices and parish buildings.
- Ability to use cleaning tools and yard tools.
- 1-year experience in janitorial or site maintenance.
- Must be able to read Basic English on cleaning labels for safety purposes.
- Must have ability to interact professionally with all employees and people coming into the office.
- Ability to work weekends.
- Must have ability to work in a multi-cultural environment.
- Must be able to speak, read, and write in English.
- Knowledge and respect of the Catholic Faith.

## **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole-body movement, walking, lifting and stooping, standing, sitting, climbing ladders, lifting and carrying up to 40 lbs., 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 and salary requirements to:**

St. Anthony Catholic Church—

Attn: Analisa Castro

[analisa.c@stanthonyupland.org](mailto:analisa.c@stanthonyupland.org)

Diocese of San Bernardino is an Equal Opportunity Employer.