

Janitor

St. Joseph Church, Upland

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 1922, St. Joseph is a community that celebrates its diversity in multi-lingual and cultural liturgies and parish events that help the parishioners come together as a family.

POSITION SUMMARY:

Under general supervision, cleans and maintains cleanliness of all parish offices, meeting rooms, buildings and facilities. Performs minor maintenance/repairs.

RESPONSIBILITIES:

- General janitorial duties of the facilities, building, grounds and equipment at various sites of the parish. The work will include vacuuming, disposing of trash, mopping, sweeping, waxing, and dusting.
- Minor repairs of the facilities, building and equipment. The work will include plumbing, carpentry, and painting.
- 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.
- Set up and clean up for parish events.
- Ability to interact professionally with all employees and people coming into the parish.
- Ability to work in a multi-cultural environment.
- 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.
- Ability to use basic cleaning tools and be familiar with basic hand tools.

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, working in a confined space or heights, temperature extremes. Repetitive overhead work.

Interested candidates, please forward your resume to:

St Joseph Catholic Church
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Email: cberry@sbdiocese.org