

# **Parish Custodian**

## **St. Paul the Apostle, Chino Hills**

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 1986, St. Paul the Apostle is a community called to be a visible sign of God's love, though the guidance of the Holy Spirit.

### **RESPONSIBILITIES INCLUDE, BUT ARE 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.
- Perform routine scheduled monthly, semi-annual and annual major janitorial duties.
- 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.
- Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

- 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. May include weekends, early a.m. and evening to 10:00 p.m.
- Regular and timely attendance to assigned hours.
- Must have ability to interact professionally with all parish staff, parishioners and visitors coming into the parish.
- Must have ability to work in a multi-cultural environment.

### **PHYSICAL REQUIREMENTS:**

Must be able to lift 60+ pounds on 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  
Attention: Manny Perez  
14085 Peyton Dr. Chino Hills, CA 91709  
Email mperez@sptacc.org

**The Diocese of San Bernardino is an Equal Opportunity Employer**