

# Parish Custodian

San Secondo d'Asti Catholic Church  
(Part-time 24 hrs per week)

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 1926, San Secondo d'Asti is a community devoted to God and neighbor in giving our time, talent, and treasure to help everyone grow in grace through the Sacraments.

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

- Understand and ensure compliance with Diocese of San Bernardino policies and procedures.
- Keeps updated Virtus Online bulletins.
- Cleans and maintains all building-s of the parish
- Includes the church, Sanctuary, choir loft, parish hall, kitchen, parish offices, sacristy, restrooms and candle-room.
- Dusting, sweeping, mopping, vacuuming carpets, empty trash containers and clean mirrors, window sills, fixtures and ceiling fan blades.
- Restock toilet tissues, paper towels, soaps and etc.
- Restock offering candles inside the church, and office.
- Restock Altar candles in Sacristy closet and replaces Sanctuary Lamp candle.
- Perform routine scheduled monthly, semi-annual and annual major janitorial duties.
- Attends all staff meetings.
- Reports directly to Supervisor/Administrator
- Reports to office staff for low inventory janitorial supplies and offering candles.
- Candle room -kept clean and organized.
- Provide set-up of facilities for scheduled events and meetings.
- Other duties as assigned.
- Timesaver

## **QUALIFICATIONS 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. Includes weekend, early a.m. and evenings to 10 p.m.
- Must have the ability to interact professionally with all parish staff, parishioners and visitors coming into the parish.
- Must have the ability to work in a multi-cultural environment.

## **PHYSICAL REQUIREMENTS**

Must be able to lift 60+ pounds on a 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:

San Secondo d' Asti Catholic Church 250 N. Turner Ave.  
Ontario, CA 91761 Attention: Fr. Stanley Onwuegbule

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