



Facilities Maintenance and Custodial Coordinator

Employment Category: Part-time, hourly, approximately 30 hours per week

Compensation: \$20 per hour

Reports To: Parish Director and facility supervisors

Location: St. Joan of Arc Parish campuses and facilities (St. John Vianney Campus and Our Lady of Lourdes Campus)

General Description

The Facilities Maintenance and Custodial Coordinator provides hands-on support in keeping the buildings and grounds of St. Joan of Arc Parish clean, safe, orderly, and ready for parish activities. The employee will perform routine cleaning, room setup, minor repairs, and general maintenance tasks. Larger maintenance concerns or repairs requiring a licensed contractor will be reported to the appropriate parish staff member.

The position requires a dependable and flexible individual who can work independently, notice what needs to be done, and respond to the changing needs of a busy parish.

Essential Duties and Responsibilities

Cleaning and Custodial Work

- Perform routine cleaning of churches, parish halls, gathering spaces, restrooms, offices, and other parish facilities.
- Vacuum, sweep, mop, dust, empty trash, clean restrooms, and replenish paper and cleaning supplies.
- Complete a general cleanup following weekend Masses.
- Work approximately one to two hours following the final Saturday Masses.
- Work approximately two to three hours following the final Sunday Masses.
- Clean parish halls and other spaces following funerals, meetings, receptions, religious education programs, and parish activities.
- Help maintain an orderly and welcoming appearance throughout parish facilities.
- Monitor cleaning and maintenance supplies and notify the supervisor when additional supplies are needed.

Parish Hall and Event Support

- Set up tables, chairs, podiums, trash containers, and other equipment for funerals, parish meals, meetings, classes, and activities.
- Tear down and return rooms to their regular arrangement after events.
- Work from the parish calendar and staff instructions to make sure rooms are ready before scheduled activities.
- Assist funeral luncheon volunteers, parish staff, and ministry leaders with reasonable facility-related needs.
- Help unlock or secure rooms and buildings when assigned.

Maintenance and Repairs

- Perform minor repairs and routine maintenance, including basic carpentry, painting, replacing light bulbs, adjusting doors, assembling furniture, hanging items, and making other repairs.
- Identify maintenance, safety, plumbing, electrical, heating, cooling, or security concerns and report them promptly.
- Complete routine inspections of parish spaces to identify cleaning or repair needs.
- Assist with moving furniture, equipment, deliveries, seasonal decorations, and parish supplies.
- Help maintain parish tools and equipment in a clean, safe, and organized condition.
- Assist outside contractors or parish staff by providing access to work areas and helping with basic preparations when requested.
- Perform light exterior cleanup and seasonal tasks as assigned.
- Follow all safety procedures when using tools, ladders, cleaning products, and parish equipment.

Work Schedule

This position is expected to average approximately 30 hours per week.

Weekend availability is an essential part of the position. The normal weekend schedule will include:

- Approximately one to two hours after the final Saturday Masses.
- Approximately two to three hours after the final Sunday Masses.

The remaining hours will generally be scheduled during the week based on funerals, parish activities, cleaning needs, maintenance projects, and the parish calendar. Some flexibility will be required for funerals, special liturgies, evening activities, holidays, and other parish events.

Qualifications

- Previous experience in custodial work, building maintenance, construction, repair work, or a related field is preferred.
- Ability to perform basic cleaning, maintenance, and repair tasks.
- Ability to work independently with limited supervision.
- Dependable, punctual, and able to complete assigned work in a timely manner.
- Able to recognize maintenance or safety concerns and communicate them clearly.
- Willingness to adjust the daily schedule based on funerals, parish events, and unexpected facility needs.
- Ability to work respectfully with parish staff, volunteers, parishioners, funeral families, vendors, and visitors.
- Comfortable working within the mission and environment of the Catholic Church.
- Must successfully complete all required Safe Environment training and background checks.
- A valid driver's license and reliable transportation between parish facilities will be required.

Physical Requirements

The employee must be able to:

- Regularly stand, walk, bend, kneel, reach, push, pull, and climb stairs.
- Safely use basic hand tools, cleaning equipment, and ladders.
- Lift and carry items weighing up to 50 pounds.
- Move tables, chairs, supplies, equipment, and trash containers.
- Work indoors and outdoors in varying temperatures and weather conditions.
- Perform repetitive physical tasks associated with cleaning and building maintenance.

Other Duties

This job description is intended to describe the general nature of the position. The employee may be asked to perform other reasonable maintenance, custodial, setup, or facility-related duties as assigned.