

**St. Alphonsus Congregation
Custodian
Job Description**

SECTION I: JOB SUMMARY

Responsible for cleaning and maintaining parish buildings and the immediate grounds; in particular, this position is responsible for the Church, Gathering Space, Community Room, Parish Ministry Center, Parish House, School hallways and stairwells, School gym, and School cafeteria. Assist with set-ups for parish and school activities. Assist with the supervision of summer and/or part-time help and volunteers during major cleaning/painting projects. Snow shoveling/removal and landscape trimming is performed on an as-needed basis. This position is accountable to the Facilities Manager.

Knowledge, Skills, & Abilities:

K: Knowledge

- High school diploma or equivalent required.
- Valid driver's license and good driving record.

S: Skills

- Professional working attitude and collaborative approach.
- Good work habits, punctuality, responsibility, honesty, and dependability.
- Good communication skills, both written and verbal.
- Good interpersonal skills to work with a variety of adults and young people.
- Experience and knowledge necessary to perform all duties and responsibilities outlined in this job description.

A: Abilities

- Manage time efficiently and adjust work schedule as needs and situations arise.
- Ability to take direction and work with minimal supervision.
- Self-motivated.
- Attentive to details with an eye for neatness.
- Look for and identify hazardous, unsafe, and unhealthy conditions that may exist in any of the buildings.
- Comply with OSHA Safety and health rules.
- Ability to climb stairs and ladders; lift and carry up to 50 lbs.

SECTION II: JOB DUTIES AND RESPONSIBILITIES:

A. General Cleaning and Maintenance (Daily)

1. Review Facility Schedule reports each day; unlock areas needed for approved meetings.
2. Spot clean assigned restroom fixtures and replace soap and paper products as needed.
3. Check and clean Church as needed, vacuuming among pews at least weekly but more often when events (funerals) are scheduled, dusting pew backs, and mopping sanctuary.
4. Clean and wet mop assigned restroom floors.
5. Clean school lunchroom and remove trash.
6. Clean School/Gym entrance, lobby, ramp, stairs, and drinking fountain.
7. Perform all project maintenance and custodial work as determined by supervisor
8. Take immediate and appropriate action related to any unsafe conditions that may exist in the building by eliminating the problem or reporting it to the Facilities Manager.

B. Periodic Cleaning and Maintenance (Weekly)

1. Clean common areas of the Parish Ministry Center, weekly, including basement Youth Ministry rooms, meeting rooms on 1st floor, all restrooms, and break room.
2. Sweep and wet mop all assigned stairwells in both the school and Parish Ministry Center.
3. Sweep/vacuum other floors, as needed

C. As-needed Cleaning and Maintenance (Quarterly/Annually)

1. Scrub the Gym floor, as needed.
2. Deep clean carpeted areas, i.e. Church, Chapel, Community Room, Gathering Space, and Parish Ministry Center.
3. Clean the entire school building (lights, walls, floors, carpeting) during the School summer and Christmas breaks. Help with the supervision of summer part-time help in the movement of classroom furniture in order for floors to be mopped and burnished by outside contractor.
4. During winter months, in light of Parish and School events and snow removal contractor schedule, assist in the removal of snow from sidewalks and entrances; salt, as needed.
5. Receive deliveries and move to appropriate area, as requested.
6. Assist with set-ups and take downs for parish and school activities, meetings and events

D. Security

1. Turn off lights and lock all doors and gates, as needed.
2. Unlock appropriate rooms (per the Facility Scheduler) for meetings.
3. Be aware and watch for any “disturbances” in or outside of the building.
4. Be aware of all meetings and their locations to assist people with directions.
5. Anytime before leaving, begin locking up areas as they become empty.
6. Double check “previously secured areas” if you suspect someone has entered that area.
7. Perform other duties and responsibilities as assigned by the Facilities Manager or the Pastor.

SECTION III: WORKING CONDITIONS

The position of Custodian requires that the individual work a total of 40 hours per week in all of the different buildings on the premise. The majority of time spent is in the Church and School building. However, this position requires that the custodian work in all buildings and throughout the entire grounds, and performs all necessary maintenance and repairs, as needed.

The position requires that the person hired be able to:

1. Move to and from all locations including stairs.
2. Work in all weather conditions (cold, rain, snow, etc.).
3. Tolerate fumes from floor strippers, chemicals (grease traps), etc.
4. Work in solitude while completing responsibilities after dark.
5. Work with hazardous chemicals.

PHYSICAL REQUIREMENTS

Lifting & Carrying

Check if medium physical demand level; assistance available for lifting/pushing and pulling items requiring > 50 lbs. of force.

Object	Weight	Frequency*	Description
Various hand and power tools, parts, equipment, and supplies	Less than 10 pounds	Occasional	Generally handled between floor and overhead. Carried throughout parish. Includes up and down steps and ladders.
Various parts, equipment, and supplies	10-20 pounds	Occasional	Generally handled between floor and shoulder height. Carried throughout parish. Includes up and down steps and ladders. Examples: Case of paper towels, 25 pounds; case of toilet paper, 25 pounds; case of soap, 15 pounds.
Various parts, equipment, and materials	20-50 pounds	Occasional	Generally handled between floor and chest level. Carried up to approximately 10'. Examples: Cleaning chemicals, 40 pounds; liquid wax-two jug case, 50 pounds; bag of water softener pellets, 40 lbs., poured at hopper (~ up to 48"); bag of de-icing salt, 50 pounds; mop bucket with water, 20 pounds, can be carried up and down a flight of stairs.
Various parts, equipment, and materials	Greater than 50 pounds	Occasional	Handled between heights of floor to chest level. Example: 8' banquet table, 90 pounds, lifted from cart stacked at a height of up to 48", to and from floor level. Can be carried a few feet. De-icing salt, 80 lbs. generally handled between floor and ~ 40" (i.e. off back of pickup truck). Can be carried a few feet.

Pushing & Pulling

(Measured by the required force to move the object; not the weight of the object [s])

Object	Force	Frequency*	Description
Wrenches	Variable; estimated at light to medium	Occasional	Push and pull on wrenches between floor and overhead; can be performed while standing on a ladder.
Carts, dollies carrying supplies, materials, parts, equipment	Variable; estimated at light to medium	Occasional	Generally pushed or pulled at preferred height for distances of up to several hundred feet, to several hundred yards. Examples include Carts with banquet tables and chairs; dollies loaded with materials.
Furniture, appliances	Variable; estimated at light to heavy	Occasional	Generally maneuvered using assistive tools such as a desk mover, dollies, etc. or with assistance of second person. Furniture may be slid depending on the surface. Generally pushed for a distance of up to several hundred feet. Examples include: Desks, sofas, etc.

Other Physical Requirements

Activity	Frequency*	Description
Standing	Occasional to frequent	Concrete, carpet, asphalt, tile, vinyl composite tile, and ladders; surfaces can be slippery. May include standing on man lift.
Walking	Occasional to frequent	Concrete, carpet, asphalt, tile, vinyl composite tile/linoleum, and ladders; surfaces may be slippery. Can walk up to several miles per day. Can encounter uneven surfaces, ramps, trip hazards (curbs, hoses, etc.). Walks outdoors between buildings and with grounds keeping and /or snow removal tasks where conditions are seasonal dependent (i.e. snowy, icy, cold, hot, humid, etc.).
Sitting	Occasional	Includes operation of any parish-owned vehicles (i.e. vans, trucks, tractors for snow, grass, etc.). Drives to get parts or to other parishes as requested. May sit for computer/paperwork.
Bending / Twisting	Occasional	Picking up trash from floor, cleaning (i.e. behind toilets), handling materials/supplies, mopping (twisting), performing basic maintenance, shoveling, taking down and setting up tables, chairs, and other equipment for gathering. Bending to access equipment, tools, and supplies.
Kneeling	Occasional	Cleaning baseboards, scrubbing corners prior to applying new wax, handling materials, repairing or replacing parts/performing basic maintenance (i.e. plumbing, snaking pipes, etc.).
Squatting	Occasional	Cleaning baseboards, scrubbing corners prior to applying new wax, handling materials, repairing or replacing parts/performing basic maintenance (i.e. plumbing, snaking pipes, etc.).
Crawling	Occasional	Accessing awkward/confined workspaces (i.e. beneath bleachers).
Climbing	Occasional	Ladders (examples may include but are not limited to shorter stepladders and others up to approximately 20'). Variable depending on parish assignment. Washing windows, cleaning gutters, and performing other exterior work. Climbs ramps/inclines.
Balancing	Occasional	Ladder work (cleaning out gutters, windows).
Reaching Vertically	Occasional	Changing ballasts and light bulbs, cleaning (walls, windows, etc.), cleaning and painting ceilings. Requires bilateral upper extremity reaching (i.e. one hand holding a part while second hand manipulates/maneuvers nuts, bolts, tools, etc.).
Reaching Horizontally	Occasional to frequent	Shoveling snow, handling equipment/materials, moving furniture, cleaning, vacuuming, mopping, pushing or pulling carts. Working with miscellaneous power tools, operating snow blower; using shovel, rakes, brooms, and mops. Performing basic maintenance tasks. Bilateral upper extremity reaching required (i.e. one hand holding a part while the second hand manipulates/maneuvers nuts, bolts, tools, etc.).
Handling / Grasping	Occasional to frequent	Buckets, mops, vacuum cleaners, hand/power tools, shovels, materials (cases of), miscellaneous lawn and snow removal equipment, carrying pails and ladders. Can work with both hands simultaneously (i.e. one hand holding a part while second hand manipulates/maneuvers nuts, bolts, or hand tool).
Fingering	Occasional	Wiring, computer/paperwork, phone, two-way radio, handling screws/nails, tape, etc.
Hand / Eye Coordination	Frequent	Driving, vacuuming, mopping, sweeping, using miscellaneous hand and power tools, general maintenance tasks (snaking a drain, performing replacement of ballast). Cleaning, placing ladders. Writing/computer work.
Shoveling	Occasional	For up to approximately 2 hours at one time with breaks as needed.
Lying on Side Back/Stomach	Occasional	For repairs/general maintenance at floor level (beneath sinks/vanities).

SENSORY REQUIREMENTS

Near Acuity:	Required for paper/computer work, gauges, and basic repairs.
Far Acuity:	Driving (parish-owned vehicles). Visual inspection of parish grounds/facilities, monitoring student activities.
Color Vision:	Paints, wiring (black, white, green, yellow, red, etc.). Safety with handling chemicals to avoid mixing hazardous combinations. Observing stains indicating maintenance issues (i.e. on ceiling tiles).
Depth Perception:	Driving, operation of power tools, working at multiple level surfaces (i.e. varying heights of rooftops), steps.
Hearing:	Two-way radio/cell phone; communication with parish staff, vendors, and contractors. Safety while driving. Monitoring parish equipment (compressors, doors, and windows that are opened and should be closed for securing parish grounds).
Feeling:	Temperatures, sharp (broken glass), surfaces (i.e. rough versus smooth, wet versus dry).
Smell	Smoke, chemicals (safety), electrical (e.g. ballasts) needing replacements. Foul smelling odors (drains).

ENVIRONMENTAL CONDITIONS

Inside:	Up to majority of day, depending on workflow/priorities. Outside for up to several hours at one time with breaks as needed. Includes being on roof.
Outside:	In all weather conditions (hot, cold, humid, snowy, icy, rainy, etc.).
Extreme Heat:	Boilers (steam), heat gun, propane torch, hot machinery/equipment.
Extreme Cold:	N/A
Humidity:	N/A
Noise Intensity Level:	Quiet to loud (with operation of equipment).
Vibration:	Power tools, lawn equipment, snow blower, floor buffers, power washers.
Proximity to Moving / Mechanical Parts:	Compressors (pulley and flywheels), floor buffers, snow blowers, miscellaneous power tools.
Atmospheric Conditions:	Dust, vomit, chemical vapors (floor stripper, gasoline).
Exposure to Electrical Shock:	Performing repairs/maintenance of electrical systems/equipment.
Elevated Surfaces:	Ladders, man lift, scaffolding.
Exposure to Chemical Hazards:	See MSDS.
Lighting:	Generally adequate; with flashlights and trouble lights used as needed.
Sharp Objects:	Utility knife, ice scraper, drill bits, broken glass.
Confined Work Spaces:	N/A

EQUIPMENT

Safety Equipment:	Safety glasses, hearing protection, gloves, dust mask (i.e. for asbestos removal), eyewash station, lock out/tag out, and spillage kit (for bodily fluids).
Tools / Other Equipment Used:	Man lift (30'), ladders, shovels, carts, dollies, furniture movers, scaffolding, miscellaneous shop/power tools, miscellaneous hand tools, snow removal equipment (shovels, salt spreader, plow, snow blowers), brooms, propane torch, vacuum cleaners, floor scrubbers, computer, two-way radio/cell phone, hepa vac, grounds keeping equipment (lawnmowers, trimmers, pruners, bench grinder, mop, bucket, power washer).

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature - _____

Date - _____

APPENDIX

Physical Demand Level:

Category	Description
Sedentary work	Exerting up to 10 lbs. of force occasionally (up to 1/3 of the time) and / or a negligible force frequently (1/3 to 2/3 of the time) to move objects. May involve walking or standing for brief periods.
Light work	Exerting up to 20 lbs. of force occasionally, and / or 10 lbs. of force frequently, and / or a negligible force constantly (more than 2/3 of the time) to move objects. May involve walking or standing to a significant degree.
Medium work	Exerting 20 to 50 lbs. of force occasionally, and / or 10 to 25 lbs. of force frequently, and / or greater than a negligible force up to 10 lbs. constantly to move objects.
Heavy work	Exerting 50 to 100 lbs. of force occasionally, and / or 25 to 50 lbs. of force frequently, and / or 10 to 20 lbs. constantly to move objects.
Very Heavy work	Exerting in excess of 100 lbs. of force occasionally, and / or in excess of 50 lbs. of force frequently, and / or in excess of 20 lbs. constantly to move objects.

EQUIVALENT MET LEVEL:

Metabolic equivalents (METs) are used to compare the energy cost of various activities to the resting state. Various activities can be assigned MET levels to reflect the approximate amount of energy that may be expended performing that activity. Individual variability plays a role in how an activity is accomplished, thus affecting the amount of energy used to perform that activity. MET levels, therefore, should be considered guidelines. The following table provides examples of occupational activities and the approximate amount of energy (or MET):

<u>Activity</u>	<u>METS</u>
Desk work	1.5-2
Housekeeping (heavy: scrubbing, making beds)	3-6
Carrying 80# load	7-8
Shoveling	6-10+

Source: The Rehabilitation Specialist's Handbook, Rothstein JM, Roy SH, Wolf SG. Philadelphia: F.A. Davis Co. 1991.

PERCENT OF SHIFT OR FREQUENCY:

U.S. Department of Labor terminology categorizes the percent of shift an activity is performed using the following categories:

<u>Category</u>	<u>Percent of shift</u>	<u>Minutes per 8 hour shift</u>
Rarely	0 to 1%	0 to 5 minutes
Infrequently	1.25 to 6%	6 to 25 minutes
Occasionally	6.25 to 32%	26 minutes to 2.5 hours
Frequently	32.5 to 65%	2.6 to 5.25 hours
Constantly	65 to 100 %	5.26 to 8 hours