

• EMPLOYMENT OPPORTUNITY: PART-TIME CUSTODIAN •

This position is responsible for the regular cleaning and maintenance of both St. Mary's and St. John's buildings and grounds, and requires the ability and willingness to travel on short notice between the two churches. This is an 18-hour-per-week employment opportunity that includes weekday, evening and Saturday hours. A complete job summary can be found below.

If interested in applying, please submit your resume via US Mail, or in person, to the parish offices located at 115 Middlesex Street, No. Chelmsford, MA, 01863, ATTN: DAN HEIDER; or you can submit to churches@chelmsfordcatholic.org. Please note ATTN: DAN HEIDER in the subject line. The deadline to apply is **November 13th**.

• CUSTODIAN JOB SUMMARY •

TITLE: Parish Custodian
REPORTS TO: Pastor/Administrator and/or Facilities Manager

JOB PURPOSE:

This part-time position is responsible for the overall general maintenance of all Parish buildings and grounds within the Collaborative, including the Parish rental properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❏ Complete all necessary cleaning of the Church, Hall and Parish Center buildings, included but not limited to, vacuuming rugs and floors, cleaning of tables and chairs, washing of floors, and trash removal.
- ❏ Complete general maintenance and repairs of Parish grounds and buildings, including Parish rental properties.
- ❏ Re-stock, when necessary, all janitorial supplies and liturgical supplies (i.e. wine).
- ❏ Clean up and organize church pews so they are ready for all scheduled Masses, including Weddings and Funerals.
- ❏ Ensure that bulletins are in place for weekend Masses.
- ❏ In collaboration with Facilities Manager and event chairperson, responsible for setting up and breaking down Hall for all Parish events, including Faith Formation, Youth Ministry, etc.
- ❏ With direction from Facilities Manager, perform regular checks and service on various items, including but not limited to: boilers, circulator pumps, air compressors and other utilities; monitor all lights and timers to ensure that they are working properly; daily task of locking and unlocking building doors and windows, shutting off lights; and seasonally, install/uninstall window air conditioners where needed, change batteries in smoke detectors, etc.

- With direction from Facilities Manager, may assist parish staff members and ministry heads with various tasks throughout the year; such as moving boxes of books and supplies, installing bulletin boards, etc.
- Assist Pastor and/or Business Managers on anything else that they deem necessary.
- In coordination with the Facilities Manager and Business Managers, to be available for building maintenance emergencies.

QUALIFICATIONS:

- Proficient in email and texting.
- Ability to prioritize, organize and accomplish various tasks efficiently and effectively.
- Basic knowledge of various trades, such as plumbing, heating and electrical.
- General knowledge of procedures used for the various maintenance tasks performed on Parish buildings and property.
- Ability to operate machinery, such as floor polisher, riding mowers and other maintenance equipment.
- Ability to communicate clearly in English, both verbally and in writing.
- The part-time job consists of 18 hours/week, days and times TBD.
Hours will include weekday evenings and Saturday hours.

PHYSICAL PERFORMANCE ELEMENTS:

- Ability to stand on feet for up to 8 hours/day.
- Ability to lift up to 50 lbs.
- Travel between 2 parishes will be necessary.