

**Job Description**  
**St. Timothy Catholic Community**  
**1730 W. Guadalupe Road**  
**Mesa, Arizona 85202**  
**(480) 775-5200 Fax (480) 820-7984**

**Title:** Custodian

**Position Reports To:** Facilities Manager

**Department:** Facilities

**Hours:** Flexible to include evenings, weekends & holidays as required.  
Non-Exempt Position

**Responsibilities:**

- Provide custodial services throughout St. Timothy Catholic Community
- Attend and participate in regular staff meetings as requested
- Maintain a welcoming Catholic/Christian environment
- Work cooperatively with St. Timothy Staff
- Follow Diocesan & Parish policies & procedures
- Participate in and follow Diocesan & Parish Safe Environment Training and policies

**Specific Job Environment:**

- Work is performed both indoors and outdoors, under continual, tight deadlines
  - Frequent use of ladders or scaffolding
  - Frequent use of electrical or gas powered equipment
  - Frequent lifting, pushing, bending and use of heavy carts and other equipment

**Specific Job Skills:**

- Excellent organizational skills
- Excellent verbal communication skills
- High level of accuracy and attention to detail
- Problem-solving, discretion, and interpersonal skills
- Ability to work independently or as part of a team
- Ability to honor and maintain confidentiality
- Ability to work flexible hours as necessary

**Essential Job Functions:**

- Clean, sanitize and maintain restrooms within the Church & surrounding facilities
- Restock cleaning supplies in all restrooms, kitchen areas, and janitorial closet(s)
- Clean and maintain facility offices, worship, gathering areas and entire facility grounds
- Operates various powered equipment in the performance of duties
- Empty all trash receptacles (in & out)
- Water outside potted plants
- Maintain organized inventory of janitorial/cleaning supplies
- Set-up and tear down for events
- Setup and/or rearrange tables/chairs as requested
- Perform routine maintenance tasks such as changing light bulbs, air filters, deliveries, etc.
- Inform Facilities Manager of any concerns/issues related to the facility upkeep and improvement
- Complete work order requests as required
- May open or Lock and secure entire Church/Chapel facility
- Perform other duties as assigned

### **Required Skills and Qualifications:**

- 6 months + experience in custodial, janitorial, housekeeping or closely related work
- Valid AZ drivers license with a clear driving record preferred
- Knowledge of the methods, materials, and equipment used in building maintenance/cleaning and landscaping
- Knowledge of the operation and proper care of housekeeping and landscaping equipment.
- Knowledge of cleaning compounds, insect control solutions, and their chemical effect on surfaces, materials, and textiles.
- Demonstrate excellent oral communication and interpersonal skills with the ability to understand, relay, and follow instructions
- Ability to bend, lift, push and/or pull 50lbs. and reach overhead
- Ability to work well with staff and volunteers in a team environment or independently
- Ability to assist in instructing and training employees in proper custodial methods and procedures
- Ability to perform a variety of routine manual tasks requiring the exertion of physical strength including the ability to stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet for entire shift, in the care, cleaning, and general maintenance of a building and equipment
- Must be an active member of a Roman Catholic Parish and in good standing with the church.

*This document is designed as a summary or general description of the job and may not include all the duties, knowledge, skills or abilities required or associated with the position.*

To apply, send letter of interest/resume to [kcall@sttimothymesa.org](mailto:kcall@sttimothymesa.org) or Keith Call, St. Timothy Catholic Church, 1730 W. Guadalupe Rd., Mesa, AZ 85202