

CUSTODIAL POSITION—

St. Joseph Parish is actively seeking a part-time custodian (30 hours per week.) Job responsibilities include all cleaning of parish buildings, care of grounds, and general light maintenance of parish facilities. Responsible applicants will be expected to be self-directed and this highly motivated individual will take pride in the position and be attentive to the needs of St. Joseph's Parish. Interested individuals can contact Renée Schneeberg at the St. Joseph Parish office for more information, 715-341-1617 x101.

DUTIES/RESPONSIBILITIES:

- Keep in good order:
 - Janitor's rooms, Church boiler room
 - Center mechanical room and all rooms where custodial items are stored
- Unlocking and closing of doors daily
- Clean main Center bathrooms daily
- Clean Religious Education Office bathrooms, Ehr Hall bathrooms and bathroom by Center kitchen weekly or as needed
- Set up and take down chairs/tables/various equipment as needed in the Parish Center and Ehr Hall
- Change light bulbs and ballasts as needed
- Dust mop Ehr Hall once a week and wet mop as needed
- Vacuum church once a week
- Dust, vacuum Parish Religious Education Office, all rooms in Parish Center weekly
- Wash drinking fountain
- Shake out or vacuum all entry area mats in church at least twice weekly
- Dust cobwebs when seen or pointed out as needing to be done
- Wash doors, knobs, banisters, door frames, and around lights at least monthly
- Quarterly grease the bells in the church tower
- Attend Building and Grounds Committee Meetings
- Yearly in October - change all smoke alarm detector batteries-rectory
- Clean the rectory basement – vacuum, mop
- Maintain boiler/heating systems
- Check the rectory furnace before the start of the heating season
- Maintain parish grounds to include lawn care/snow removal (to include as needed on weekends and holidays)
- Know how the fire alarm system works and train others as needed
- Washing of windows, walls and painting areas of parish property when necessary
- Repair equipment as needed
- Other duties as assigned by the Parish Office, including working with the Building Committee Chairman and Administrative Assistant