

**ST. GABRIEL PARISH OF AUBURN
AUBURN AREA CATHOLIC SCHOOL
Position Description**

TITLE: School Custodian
SUPERVISOR: Pastor
STATUS: Part-Time 2, Hourly

Date: June 2026

GENERAL DESCRIPTION

This person will be responsible for regularly cleaning the school areas including the offices, classrooms, bathrooms, kitchen, and entryways. The hours may vary depending on time of year and frequency of use. This position is up to 20 hours per week year-round, with work commencing generally outside of regularly scheduled school hours.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Regularly clean the bathrooms in the school and by the church entrance
- Take out the trash to the dumpster and replace the bag
- Clean the classrooms which includes vacuuming the carpeted areas, disinfect hard surfaces, sweep and mop any tile floors
- Sweep and mop the social hall
- Sweep and mop kitchen floor
- Vacuum hallway rugs as needed
- Take stock of cleaning supplies and communicate what needs to be ordered
- During summer months: Coordinate burnishing floors, wash windows, clean lockers

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Pastor
- Maintain professional relationships with staff and volunteers

QUALIFICATIONS & SKILLS

Education: Requires high school education / diploma

Experience: Experience and knowledge of the care and maintenance of buildings and grounds

Job Related Skills: Ability to perform physical tasks of cleaning, setting up of furnishings and equipment.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of work: 3:30p.m. - approx.7:30p.m. Work flexibility is necessary to adjust for parish activities in the church or social hall. Hours of work, when school is out, may be adjusted if approved by the supervisor.
- Nature of work: Work environment is indoors where the employ is expected to do extensive cleaning.
- The employ is expected to be able to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and be able to perform physical tasks of cleaning, set-up, tear down for approved parish functions, and may be required to lift up-to 50 lbs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.
- Successful completion of the Diocese of Saginaw Safe Environment training for employees within the first 30 days of hire
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____