

### FULL-TIME CUSTODIAN JOB DESCRIPTION

The janitor shall be responsible for general maintenance of all Church property. This includes Assumption Church, St. Mary's School, St. Mary's convent, The Newman Center, Assumption Rectory and the yards surrounding these buildings.

The Janitor's day will be split into four-hour shifts, 7:00a.m. to 11:00a.m. and 1:00p.m. to 5:00p.m. These shifts will run Monday through Friday. The janitor will also be required to come to work on alternating weekends to fire up the boiler and perform miscellaneous duties not to exceed two hours.

### MAINTENANCE

#### A. Boilers (at Church, Rectory, Convent, Religious Education Center)

- clean each as required
- add water when necessary
- add solution as directed
- maintain each in proper running order

#### B. Heating System

- oil fans, motors, etc.
- change air filters two or three times per heating season
- keep in good running order

#### C. Grounds

- mow lawns
- trim around trees, sidewalks, fences, buildings
- trim hedges and shrubs as necessary
- rake leaves as necessary
- remove trash and litter
- remove snow giving priority to church sidewalks and steps for Saturday/Sunday services
- ice removal at church and school entrances
- whatever is necessary for safety and good appearance of the property

#### D. Other

- keep motors and machines in working condition by proper maintenance
  - lawn mower/snow blower tractor
  - vacuum cleaners
  - any other machines or motors
- handyman repairs as needed in/on church property
- lock church doors daily
- during school year unlock school doors at 8:00 a.m. and relock them by 4:30 p.m.
- prepare and/or make arrangements for church basement or school gym set up for CCD and school functions during normal working hours.
- after above-mentioned gatherings, put things back in order and/or make arrangements that this be done and lock doors or make arrangements that this be done
- make repairs when necessary because of damage or breakage
- care for tools and equipment
- change light bulbs, etc.
- check classrooms prior to school each day during the heating season

## CLEANING

- A. Daily, at school
  - clean classrooms, lunchroom, washrooms, (floors, sinks, toilets, urinals), hallways, faculty room, water fountains, offices, stairways, entrances
  - empty all wastebaskets daily
  - check for sufficient supply of toilet tissue and hand towels in washrooms
- B. At least two times a week, at school
  - damp mop gym (more often if necessary), AV room, extra rooms
  - wash windows on school doors
  - other cleaning as necessary
- C. Weekly
  - vacuum church proper entrances, steps, choir loft and sacristy, cry-room
  - damp mop kitchen every Friday (more often is necessary)
  - damp mop around the tray-return area as necessary
  - damp mop around the table area as necessary
- D. Other
  - wash windows in classrooms before school starts
  - wash windows, put on storm windows/screens at rectory
  - other jobs as necessary
- E. Yearly
  - clean all carpets in classrooms, offices, etc.
  - scrub and wash tile floors in classrooms, AV room, gym, church basement and washrooms, hallways and stairs
  - drain, flush, clean and shut down furnace during the summer

Annual maintenance of the school and other property should be planned and concurred with the pastor. Any major jobs beyond the scope of a one-man janitor should be discussed with the proper authorities and delegated.

Any purchases beyond small purchases must be checked out with proper authorities.

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## POLICY REGARDING JANITOR'S POSITION

1. SUPERVISION: The pastor is the immediate supervisor of the parish janitor. He may delegate this authority to the Associate Pastor or School Principal.
2. JOB DESCRIPTION: There is a written job description. This job description will be used to evaluate job performance at least once per year and more often as needed in the opinion of the supervisor. There will be an initial 90-day probationary period.
3. VACATION & SICK LEAVE: Vacation time will begin with one week granted per year after the initial 90-day probationary period. Compensatory time may be granted by the supervisor for unusual overtime work time. Unused vacation or compensatory time will not be carried into the next school year which begins about September 1 each year. Vacation time may not be taken when school is in session. Two weeks of vacation time is allowed after two years of service. One day per month of sick or emergency will be granted in each year with carryover not to exceed 36 days. After three days of illness a doctor's statement may be required. All vacation and compensatory time to be approved in advance by the supervisor.
4. A boiler's license is required.

5. BENEFITS:

- Employer's share of Social Security
  - Workman's Compensation
  - Unemployment Compensation as stated in the Assumption Board of Education  
Unemployment Policy
  - Employer's share of insurance if taken
  - Employer's share of the pension fund which amounts to 3.5 percent of gross salary
  - Opportunity to participate in the Flex Plan
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- One week paid vacation after 1 year of employment

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