



Saint Cecilia Church and School

434-440 Norton Road, Columbus OH 43228 | Church 614.878.5353 | School 614.878.3555

Employment Opportunity Custodian

Status: 40 hours per week, Monday – Friday
FLSA: Non-Exempt (Hourly)

I. JOB SUMMARY

The primary function is to maintain and clean the facilities of the parish and school. This person reports directly to the Business Manager.

II. ESSENTIAL JOB RESPONSIBILITIES

- Regularly clean and maintain all areas of the facility including, but not limited to, the church, elementary school, cafeteria, preschool, restrooms, meeting spaces, and parish offices
- Gathers and empties trash daily
- Sweep, mop, scrub, and vacuum floors using cleaning solutions, tools, and equipment
- Cleans walls, ceilings, windows, and building fixtures
- Cleans outside walkways and parking lots
- Dusts furniture, walls, and other equipment
- Polishes fixtures and liturgical items used in the church
- Inventory supplies and keep all supply cabinets and rooms stocked
- Applies wax or sealers to tile, wood or concrete floors as needed
- Paint walls, doors, and ceilings as needed
- Assists in building security, locking and unlocking doors
- Assists with office equipment moves and meeting/event set-ups throughout the facility
- Works with outside contractors and inspectors
- Assist with snow removal and salting of sidewalks
- Fill in for other custodial positions as needed

III. POSITION QUALIFICATIONS

- High school diploma or GED. Two years of prior experience in building maintenance, preferable in a school, church, or similar setting.
- Knowledge of general repair, painting, cleaning, and operating of cleaning equipment
- Proficiency in general maintenance skills, including plumbing, electrical, HVAC systems is desirable.
- Must possess a basic knowledge of cleaning methods and products
- Must be able to work independently without supervision
- Possess the ability to communicate clearly with coworkers, contractors, and parishioners
- Have a neat and tidy appearance
- Maintains cooperative professional relationships and remains free of any controlled substances in the workplace
- Maintains confidentiality and respect for confidential information at all times

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" program prior to beginning work.

Compensation is commensurate with experience and ability. We offer paid time off and a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Benefits are according to Diocesan policy.

All interested candidates should submit a resume and references to Katie Wohrle, kwohrle@ceciliachurch.org.