



Saint Joseph

CATHOLIC CHURCH
SERVING HAMMOND SINCE 1879

POSITION NAME: Parish Janitor	PARISH: St. Joseph, Hammond, Ind.
REPORTS TO: Pastor	EFFECTIVE DATE: May 1, 2024
CLASSIFICATION: Part-Time Hourly/Non-Exempt	APPROVED:

Position Summary of Duties:

The Parish JANITOR serves as the main source of cleaning and sanitation for the parish and its affiliated soup kitchen ministry. The JANITOR assures the church and other parish buildings are maintained in a clean and orderly manner. The JANITOR works a minimum of two days each week, preferably Monday and Friday.

Essential Functions / Major Responsibilities

The JANITOR is responsible for weekly cleaning of floors in the parish hall and soup kitchen (lower level of church building) and education center, as well as bathrooms, including toilets, countertops, and mirrors. The JANITOR is also responsible for the twice weekly removal of trash receptacles around campus, and monthly set-up and tear down of the St. Vincent DePaul Food Pantry. The JANITOR is also responsible for dust mopping and wet mopping in the parish hall after every event, as well as stacking chairs and cleaning tables.

The JANITOR is responsible for regular maintenance of heating/cooling and exhaust system in the church, education center and rectory buildings. Also, performs minor fixes on refrigerators, freezers, ice makers when needed. The JANITOR maintains the plumbing systems – cleaning drains, changing washers, etc. in all buildings.

Outdoors, the JANITOR also inspects the grounds, doing yardwork in the summer and fall. In the winter, the JANITOR is responsible for snow and ice removal of steps and sidewalks around the parish buildings and parking spaces surrounding property.

QUALITIES

Knowledge of cleaning and sanitation best practices a must.

Good interpersonal skills and organizational skills and ability to be self-directed.

COMPETENCIES AND SKILLS

Basic knowledge of heating, plumbing and electrical systems required. Ability and availability to remove snow following winter weather event required. Understanding of the Catholic Church and its mission required. While performing the duties of this job, may be required to stand, walk, stoop, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to 50 pounds.

TO APPLY

Contact Fr. Jeff Burton at frjeff@st-johnbosco.org