

SAINT MARY'S
IMMACULATE
CONCEPTION
PARISH



SAINT FRANCES
CABRINI
PARISH & SCHOOL

Now Hiring: Part-Time Shared Custodian/Maintenance Assistant

Saint Frances Cabrini Parish and School, and Saint Mary's Immaculate Conception Parishes in West Bend, WI are seeking a part-time shared Custodian/Maintenance Assistant. The primary responsibility of the Custodian/Maintenance Assistant is to provide janitorial and basic maintenance services for the school and parish of Saint Frances Cabrini and the parish of Saint Mary's Immaculate Conception. This includes set-ups, take-downs and providing cleaning services for parish and school activities. Responsible for basic maintenance of buildings and equipment. Coordinates efforts with part-time custodial staff, when applicable.

General Duties and Responsibilities:

- Cleans classrooms, hallways, washrooms/lavatories, drinking fountains, offices, cafeteria, gym, entrances, etc. on a daily basis by dust mopping, vacuuming, and wet mopping.
- Performs light duty and routine repairs and maintenance, as needed (e.g. replacing ballasts, light bulbs, valves, etc.).
- Cleans outside buildings and inspects & communicates areas of damage, litter, and/or conditions of general deterioration.
- Performs scheduled monthly, semi-annual, and annual janitorial duties (i.e. floor scrubbing and waxing, painting, window washing, carpet cleaning, etc.).
- Provides set up and cleaning of facilities for activities on property.
- Works with volunteers (i.e. cleaning, grounds keeping, etc.) as directed by supervisor.
- Purchases supplies/materials for maintenance as needed, with the approval of supervisor.
- Performs snow removal and salts sidewalks, as needed.
- Performs yardwork, e.g., mowing/edging, raking, weeding, pruning, & flower beds
- Maintains cleanliness and safety of parish grounds and facilities following recommendations from Catholic Mutual, e.g., chemical requirements such as MSDS.
- Other miscellaneous job tasks as assigned

Start date as soon as possible.

Please note that a physical, drug screening, background check, and safe environment training are required prior to employment.

For complete job description, please visit:

saintfrancescabrini.com/current-job-opportunities

To apply, please send resume and cover letter to jobs@wbparishes.org