

# Saint Joseph Missions dba We Are One Body®

## **JOB DESCRIPTION: CUSTODIAN**

Saint Joseph Missions / We Are One Body® is looking to fill a part-time Custodian position (30 hours per week) at its' downtown Latrobe office building. The Custodian is responsible for making sure the facility is presentable to the public and to uphold the image of the facility by performing cleaning and light maintenance tasks.

## **REQUIREMENTS:**

- Must complete the Diocese of Greensburg Clearances and Trainings
  - Diocesan Code of Pastoral Conduct
  - PA Mandated Reporter Training
  - VIRTUS Training - Every Five Years
  - PA Criminal History Check Form - Every Five Years
  - PA Child Abuse Form - Every Five Years
  - FBI Fingerprint Check - Every Five Years
- Previous cleaning experience is helpful, but not required.
- Attention to detail in your cleaning and maintenance responsibilities.
- The ability to perform physical labor throughout the workday.
- Must have reliable transportation.
- A willingness to communicate effectively and to interact with your co-workers.
- A willingness to assist your co-workers, when appropriate.
- A desire to always be looking at what else needs done; rather than an attitude of someone who merely desires to complete a list of responsibilities, so they can relax.
- A self-motivated, responsible individual.
- An individual who cares about their co-workers – both personally and professionally.
- A general desire to serve others.

## **JOB DUTIES INCLUDE:**

- General cleaning -- such as wiping, dusting and polishing doors, railings, walls and other surfaces throughout the building.
- Vacuuming of the public spaces and private offices, storage areas, and maintenance.
- Deep cleaning of the carpets – when necessary.
- Sweeping and mopping of all hard surface flooring and the stairwells.
- Regular trash removal.
- Daily inspection and cleaning of the restrooms and kitchens.
- Regular cleaning of all windows and glass doorways - inside and out.
- Restocking the restroom and kitchen areas.
- Attending to the potted indoor plants, the outdoor flower beds, and the shrubbery.
- Assisting with snow removal from the sidewalks and parking areas.
- Picking up garbage outside and sweeping the sidewalks.
- Bi-annual cleaning of all air vents.
- Cleaning of the light fixtures, when necessary.
- Re-lamping of the light fixtures, when necessary.
- Bi-annual changing of the HVAC air filters.
- Assisting with the bi-annual cleaning of the building's flat rooftop.
- Assisting with Saint Joseph Missions recycling efforts.
- Additional requests from your manager and co-workers.

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## BENEFITS:

- Competitive wages
- Monday – Friday (30 hours per week)
- Flexible work hours - as approved by your manager - as long as the work schedule does not interfere the work that needs to be accomplished or with the operations of Saint Joseph Missions
- Full Medical, Dental & Vision benefits (even with your part-time hours - no employee contributions)
- Excellent Christian work environment
- Christian formation hour every Wednesday at 2:00 pm
- Bi-annual days of spiritual formation (Lent and Advent)
- Paid Time Off (PTO) includes vacation time, sick time, bereavement time, and religious holy days of obligation.
- Incentive bonuses for good work performance