

**Epiphany Catholic School
11001 Hanson Boulevard, NW.
Coon Rapids, Minnesota 55433**

Position Description

Position Title: Inside Custodian

Reports To: Business Administrator

Direct Reports: None

Provides Work Direction To: None

Receives Work Direction From: Business Administrator or Pastor

Date: July 1, 2026

FLSA Status: Non-Exempt - Staff

Schedule: Full-Time (with benefits) 30-40 hours or schedule determined by Business Administrator.

Purpose: Performs general cleaning, set up and tear down of parish and school. Provides assistance to staff and visitors

General Responsibilities

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is not required that this employee be an active, participating Roman Catholic.

Representative Responsibilities:

A. * To be present where needed

1. Ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort, and satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of.

B. * Essential Functions of the Job

1. To participate in creating a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork.
2. Clean all assigned restrooms.
3. Help with set-ups/take down in Gym & Cafeteria for parish activities
4. Maintain current skills and knowledge in the proper and safe techniques of building maintenance
5. Perform the necessary custodial and maintenance duties to maintain a safe, secure, clean and orderly facility
6. A positive attitude and a "customer service" approach to the job
7. Appreciation and respect for the many and diverse people who use our parish & school facility
8. Regularly be on the lookout for maintenance needs
9. Respond to all calls of inquiry and need for assistance
10. Other duties as assigned by Supervisor, Pastor or Parish Administrator

C. Other Responsibilities

Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities required of the position. Assigned responsibilities may change, as the Community's needs change.

Responsibilities identified with an "*" are essential functions of the job.

Job Qualifications

Must have good interpersonal skills and familiarity with the Church as an organization. Must work effectively with and collaborate with the supervisor, Administrator, parishioners, parish staff, and parish committees/commissions
Is self motivated and willing to serve
Execute projects systematically
Good organizational and communication skills
Knowledge of standard cleaning procedures, chemicals, products and equipment
Knowledge of the Workplace Hazardous Materials Information System
Read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products
Work under little supervision
High School Diploma with training in maintenance of buildings. Additional education preferred.
Diocesan employment requirements must be met.

Mental Demands

Self-motivated, willing to take direction and work without supervision
Utilize problem-defining skills and problem-solving programs and resources
Work well with people at all levels of employment in both large and small organizations. Exhibit exceptional team building skills
Exhibit honesty, trustworthiness and confidentiality in all areas
Exhibit patience, understanding and calmness in chaotic situations
Exhibit effective verbal and listening communication skills

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. In fact, the employee will be required to stand or walk 90% of the time. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will be required to use steps frequently. The employee continuously uses hand strength to grasp tools and climb on to ladders and equipment. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

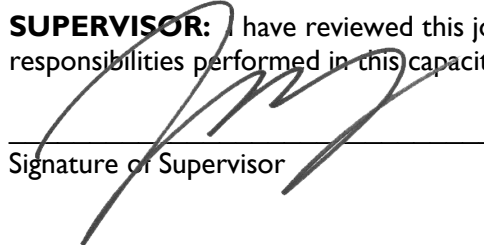
The employee must frequently lift and/or move up to 50 pounds such as a toolbox, piece of equipment, table/chair cart, etc. Occasionally the employee will lift and/or move up to 90 lbs. It is the expectation that the employee will ask for and/or seek assistance when lifting or moving objects heavier than 50 pounds. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Specific vision abilities required by the job includes close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this capacity.



Signature of Supervisor

5/19/2021

Date