

**CUSTODIAL CREW**  
**St. Thomas More – Austin, Texas**

**Classification: Full Time, Part-Time Non-Exempt**

**Reviewed:**

**Catholic Required: Yes**

**Ministerial Character**

The Pastor is the visible principle and foundation of unity in the parish (St. Thomas More - Austin, Texas) which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. Thomas More - Austin, Texas help to extend the ministry of the Pastor in particular ways as outlined in the job description.

**Job Summary:**

Custodial Crew is responsible for maintaining a clean and sanitary environment in all parish facilities as well as providing support for parish and ministry events. This position reports to the Crew Leader.

**Essential Job Duties:**

- Vacuum carpets/Sweep tile floors/Wet mop tile floors
- Strip/Wax/Polish vinyl tile floors
- Clean bathrooms floors, sinks, countertops, toilets, and walls
- Dust/Clean glass doors and windows
- Vacuum upholstered chairs and church pews
- Empty trash and ash urns
- Shampoo/bonnet clean carpets/ Remove carpet stains
- Scrub ceramic tile floors/Clean drinking fountains
- Clean walkways and entrances with power blower
- Dust fan blades/Dust and clean blinds
- Clean whiteboards/tables and chairs
- Maintain supply of paper and soap products in all restrooms and kitchens
- Clean fingerprints, dirt and marks from walls, cabinets, doors and door jams
- Polish Church door handles
- Communicate maintenance, safety and supply needs to Crew Leader
- Set up and tear down tables, chairs and other equipment for scheduled events
- Other duties as assigned

**Knowledge, Skills and Abilities**

- Knowledge of the parish facilities
- Ability to work effectively in a team environment in co-operation with the parish staff
- Ability to lift up to 50 pounds
- Ability to operate high speed polisher, low speed buffer, carpet cleaning machine and other related equipment
- Experience with vacuuming, dusting, moping, waxing and glass cleaning
- Ability to follow priorities, assignments and direction provided by the Crew Leader
- Ability to communicate issues and status to Crew Leader and staff members to maintain a team environment

Employee's Initials: \_\_\_\_\_

**Minimum Qualifications:**

Language:

- English

Licenses/Certifications:

- Must be certified in Diocese of Austin EIM within 90 days of employment, and maintain certification throughout the employment period.

**Mental / Physical Tasks:** (E = Essential)

E	Talking	E	Cleaning glass
E	Listening/Hearing	E	Seeing
E	Standing	E	Reading and comprehending
E	Walking	E	Stripping and waxing
E	Grasping/holding		Sitting for extended periods
E	Lifting/carrying	E	Bending
E	Moving heavy materials		Other (list)
E	Mopping, vacuuming, sweeping	E	Reaching above eye level

**Working Conditions:**

- All employees of the parish are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the church.
- The parish is an at-will employer.
- Working in a fast paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings and some holidays may be required.
- Will be exposed to religious ceremonies, conduct and speech including Roman Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to established dress codes and conduct standards.

**Approval:**

\_\_\_\_\_

Pastor

\_\_\_\_\_

Date

**Employee Certification:**

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

Employee's Initials: \_\_\_\_\_