

# Job Description

**Job Title:** Custodian I  
**Department:** Custodial Staff  
**Reports To:** Custodial Supervisor

**Job Status:** Regular/Full-time (40 hours/week)  
**FLSA Status:** Non-exempt (Hourly)  
**Physical Strength:** Heavy

## SUMMARY

Under general supervision, the Custodian is responsible for custodial needs and care of the assigned areas as well as assisting with the set-up of facilities for events and meetings. The Custodian is responsible for keeping a running inventory of all cleaning supplies and notifying the Custodial Supervisor when supplies get low. The job scope is such that this person will be required to respond to repair calls for such activities as replacing a broken light or cleaning up a non-toxic spill.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.*

- Cleans/sanitizes restrooms and showers.
- Removes cob webs, dusts and performs other detail work including washing walls and light fixtures, as needed.
- Performs floor care including sweeping, mopping, vacuuming, shampooing carpets, stripping and waxing of floors.
- Clean glass (inside and outside) as necessary.
- Empties trash receptacles.
- Replaces light bulbs.
- Performs skilled/unskilled housekeeping duties.
- Performs occasional setup (tables, chairs) for special events.
- Responsible for controlling supply inventory for assigned building(s).
- Unlocks buildings at assigned times.
- Frequently interacts with individuals both within and outside of organization.
- Always maintains the highest health and safety standards; uses Personal Protective Equipment as necessary and complies with building codes and all other regulations.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mt. Angel Abbey.

## SUPERVISORY RESPONSIBILITIES

None.

## QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of cleaning and sanitation products, techniques and methods
- Working knowledge of general custodial procedures; excellent floor care skills and knowledge preferred including stripping, waxing and carpet shampooing.
- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Requires excellent judgment skills and a personal commitment to outstanding customer service.
- Strong attention to detail management, always looking to improve the quality of the process.

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- Must be a self-starter with ability to work both independently and as a member of a team and to support others' objectives as his/her own.
- Strong time management skills, with a high degree of flexibility/adaptability, and the ability to prioritize tasks.
- Strong communications skills and a demonstrated ability to interact with individuals from a diverse variety of backgrounds and cultures.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a positive manner.
- A working knowledge of the Catholic Church and an understanding of a Catholic Abbey and Seminary are helpful.
- Employee must be of the male gender as this position may require working inside the monastery and/or Seminary student living quarters.
- Must be available for occasional weekend and/or evening work.
- Must be able to pass criminal background and drug screenings.
- Must be able to follow all safety procedures, including use of approved Personal Protective Equipment.
- In order to provide our guests with a pleasant and healthy retreat experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Regular and predictable attendance is an essential function of the job.

## **EDUCATION and/or EXPERIENCE**

- 6 months prior custodial experience.
- High school diploma or equivalent required.

## **LANGUAGE SKILLS**

Strong verbal and written skills.

## **MATHEMATICAL SKILLS**

Solid basic math skills.

## **COMPUTER SKILLS**

Basic computer, wireless device skills.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

## **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.

- Ability to regularly sit, stand, bend, stoop, squat, reach overhead; frequent usage of stairs.
- Will frequently (multiple times per day) lift small objects/equipment weighing up to 15 pounds.
- Will occasionally enlist assistance help in lifting larger objects weighing up to 50 pounds.

## **WORK ENVIRONMENT**

- Includes working outdoors/indoors in various and sometimes adverse climate conditions ranging from very cold with rain to very hot and humid and adverse lighting conditions.
- Includes usage of cleaning chemicals and equipment as well as controlled exposure to contaminated facilities.
- Noise level in the work environment is usually moderate to high, with occasional periods of time exposed to machine noise.