

Job Title: Custodial Lead
Department: Custodial
Reports To: Maintenance Foreman
Job Status: Regular/Full-time

FLSA Status: Non-exempt
Work Schedule: Mon-Fri
Physical Strength: Heavy

SUMMARY

Responsible for helping with the supervision of Custodians and all custodial needs for Mount Angel Abbey and ensuring that a clean, sanitary, and comfortable environment is maintained. This is a working supervisor position.

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.

- Manages multiple projects at any given time.
- Maintains a positive work atmosphere by acting and communicating in a manner which facilitates positive working relationships with guests, monks, co-workers and leadership.
- Pursues opportunities to achieve maximum expense control and productivity for Custodial services.
- Exercises initiative in directing, scheduling and assigning work for custodial team in performing a broad range of custodial duties.
- Responsible for custodial duties in assigned area(s), as well as filling in as needed when other Custodians are absent which may include:
 - Restroom and shower cleaning/sanitation.
 - Cob webbing, dusting and other detail work including washing walls and light fixtures, as needed.
 - Floor care including sweeping, mopping, vacuuming, shampooing carpets, stripping and waxing floors.
 - Cleaning glass, inside and outside; emptying trash receptacles; replacing light bulbs.
 - Skilled/unskilled housekeeping duties.
 - Occasional setup (tables, chairs) for special events.
 - Controlling supply inventory for assigned building(s); managing supply orders for department.
 - Locking/unlocking buildings at assigned times.
 - Delivery of laundry between Custodial team and Laundry Room.
- 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

Supervises four Custodians; may also direct the work of Monks or work study students.

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.

- Strong working knowledge of cleaning and sanitation products, techniques and methods.
- Ability to direct and supervise employees in a manner conducive to full performance and high morale.

- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as his/her own.
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.
- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset.
- Strong oral and interpersonal communications skills and phone etiquette, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Must be available for occasional weekend and/or evening work.
- Must be able to follow all safety procedures, including use of approved Personal Protective Equipment.
- Employee must be of the male gender as this position may require working inside the monastery and/or Seminary student living quarters.
- In order to provide our guests/residents/employees with a pleasant and healthy retreat/work/housing 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

Any combination of education, training or experience that provides the knowledge, skills and abilities required to perform the essential functions of the position.

- 4 years prior custodial experience, with 2 years of supervisory experience.
- Experience in successfully directing a team and managing multiple project priorities.
- High school diploma or equivalent preferred.

LANGUAGE SKILLS

Strong verbal and written skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

- Computer skills using Microsoft office suite and internet.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a current, valid Oregon driver's license with a clean driving record in order to be covered on Abbey auto insurance.

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 reach (including overhead), work on a ladder, kneel, bend, and stand for long periods of time, in some cases for an entire 8-hour work shift.
- Ability to utilize industrial cleaning equipment and industrial strength cleaning products
- Must be able to regularly lift, push, pull and carry a minimum weight of approximately 25 pounds and occasionally enlist assistance in lifting larger objects weighing up to 50 pounds.
- Will occasionally enlist assistance in lifting larger objects (i.e. boxes of paper, envelopes, etc.) 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.

Recruiting Process

Resumes will be reviewed weekly – Position is posted until filled

Required Materials: Submit to hr@mtangel.edu

Current resume highlighting relevant experience

Final candidates – onsite interviews

Reference and background verification for final candidate

Hourly:

\$18.00 – \$20.00 Depending on Experience

Contact Information:

Human Resources Department

Mount Angel Abbey

1 Abbey Drive

Saint Benedict, OR 97373

Email: hr@mtangel.edu | Phone: 503-845-3909

Learn more: [Home - Mount Angel Abbey](#)

Mount Angel Abbey is an equal opportunity employer committed to creating an inclusive environment where qualified candidates contribute to our welcoming, mission-focused community.