



## ***DIOCESE OF JOLIET***

### **JOB DESCRIPTION**

**TITLE** Maintenance/Custodian  
**AGENCY** **Buildings and Properties**  
**SUPERVISOR(S)** Blanchette Catholic Center Facility Manager

#### **Job Summary**

Receives written work or verbal instructions from Facility Manager to assist in the maintenance of the building and grounds of the properties of the diocese. Oversees the safety of those using the facility.

#### **Duties and Responsibilities**

- Check the campus daily for cleanliness and any and all problems - Report any findings if situation cannot be corrected immediately. Any item noted to be worn, broken or in need of repair will either be fixed or brought to the attention of Facilities office. Major items such as HVAC, major electrical or plumbing needs are to be directed to professional repair service
- **Maintenance**
  - Attend to periodic maintenance cycles items such as changing filters
  - Performs chores, such as changing light bulbs, replacing ceiling tiles, etc., on a priority basis as determined by the Facility Manager
  - Address handyman type maintenance issues such as a toilet that won't shut off mid-day, fix loose, stuck, or squeaking doors, hinges, and windows
  - Repair minor plumbing systems
  - Seasonal decoration setup and/or removal
  - Special trash removal
  - Accompany repairmen on premises to admit them to building
- **Fire Safety**
  - Respond to fire alarm activations
  - Change batteries in alarm and control panels
- **Site Work**
  - Police grounds; keep dumpsters, maintenance, and storage areas neat and clean
  - Sweep sidewalks
  - Take ownership of the property and suggest improvements where needed
  - Trim bushes and otherwise tend to landscape areas as directed by Facility Manager
  - Watering flowers/shrubs as needed as directed by Facility Manager
  - Assist in maintaining outside walkways to be free from snow and debris throughout the day
  - In the event of build-up of snow, other non-priority jobs will be postponed insuring safe walking on exterior areas.
  - Spray with deicer or spread salt as required throughout the day
  - If necessary, plow lots in continuing snowfall
  - Empty exterior trash containers

- Conference/Meeting
  - Perform any set-ups (as submitted in writing or computerized room scheduling system) and/or break downs before or after an event. Rooms will be set up for standard configurations and except for the conference center; most of the rooms should remain unchanged in day-to-day operations
  - Provide take down of set-ups and clean either after event, or immediately the next morning as needed
  - Help staff load or unload for projects/events
- Distribute supplies to needed locations
- Restock copy/supplies copy and coffee areas (Copier areas shall have standardized materials stored adjacent to equipment) Take a cart through facility at specified time to restock paper, toner etc.
- Open doors as needed and secure doors as needed
- Keep a professional attitude and appearance in uniform daily
- Maintain good communication skills
- Check and maintain cleaning and consumables inventory levels - Report to the Facilities office for restocking
- Nighttime cleaning is provided by outside contractor, but this position is required to cleanup if required during the daytime. Cleaning may be with or without the use of equipment
  - Vacuum carpeting and mats
  - Spot clean walls and cubicles as needed.
  - Clean coffee areas
  - Clean entrance doors and sidelights
  - Provide emergency cleanups anywhere on campus
- Accept and unload all deliveries
- Perform limited tasks as needed by administrative staff throughout the day
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet

#### **OTHER DUTIES & RESPONSIBILITIES**

- Handles other duties as assigned

#### **QUALIFICATIONS**

High school education. Mechanically disposed. Proficient in all building trades, especially electrical, plumbing and carpentry work. While performing the duties of this job, the employee is required to stand, walk, reach, speak, hear, and lift and move items weighing up to 50 pounds on a regular basis. Valid drivers' license.

#### **WORKING CONDITIONS**

This is a full-time benefited, non-exempt position. Normal work week, Monday through Friday 7:00 a.m. through 3:30 p.m., with half hour lunch. Some weekend and overtime required as needed.

To apply, please send cover letter and resume to [humanresources@dioceseofjoliet.org](mailto:humanresources@dioceseofjoliet.org).