



CHRIST THE KING CATHOLIC CHURCH

4000 Ave Maria Drive ~ Ann Arbor, MI 48105 ~ www.ctkcc.net

JOB DESCRIPTION: Janitor

Accountability: Reports to Director of Operations
Supervisory Responsibility: None
FLSA Status: Non-Exempt
Hours: Part-time

General Summary: The Parish Janitor is responsible for keeping the parish facilities clean and orderly. They should present a welcoming appearance and attitude to those who use our parish facilities. This position helps the parish spread the Gospel by maintaining the buildings used for divine worship, faith formation, and building up the domestic church with social activities.

Principal Duties and Responsibilities include:

- Performs routine custodial duties keeping buildings and property in clean and orderly condition.
- Work includes sweeping, mopping, vacuuming, dusting, cleaning of windows, cleaning bathrooms, replenishing bathroom supplies, washing of walls, collection and disposal of all refuse.
- Oversee the inventory of cleaning and other supplies, such as bathroom paper, etc... Submit supply order requests on a timely basis to maintain proper inventory levels.
- Assist in the periodic cleaning, refinishing, waxing, and polishing of floors, furniture, and equipment.
- Complete cleaning and maintenance requests in a timely manner.
- Aid with setup and take down for a variety of events and activities.
- Secure closing of the parish buildings, as appropriate. Ensure that all windows and doors are locked, and all appropriate lights are turned off. Set alarm as necessary.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

Education: High School graduate or equivalent.

Experience: Some experience in custodial work is preferred.

Requirements: Must be an active, joyful, practicing Catholic and support the work of Christ the King Catholic Church, who can view their work as a service to those who attend the parish. Must have excellent attention to detail, cleanliness, and order. Must be self-motivated and able to work well independently, and also work well with others.

Ability to operate and maintain various custodial equipment and machinery.

Physical Demands: Duties are physically demanding. This job requires good physical condition due to the volume of lifting, bending, twisting, pushing, pulling, climb stairs, and other various repetitive physical motions. Must be able to lift 50 pounds. The position requires minimal travel.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.