



ROMAN CATHOLIC DIOCESE OF BOISE

Job Description

Parish: Holy Apostles Catholic Church
Position Title: Part-Time Custodian
FLSA Designation: Full-time (15-20 hours/week), Non-Exempt
Reports to: Facilities Manager

POSITION SUMMARY:

The Part-time Custodian is responsible for maintaining the cleanliness and overall upkeep of the church and other assigned facilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Recognize and support the mission, policies and practices of the Catholic Church and Diocese of Boise.
- Ability to follow established parish policies in all areas, including facility use, personnel, and work schedules.
- Ability to work independently and follow instructions, including a set cleaning schedule.
- Attention to detail and ability to maintain high cleaning standards.
- Basic knowledge of cleaning chemicals and equipment.
- Ability to operate cleaning machinery like vacuums, mops, and floor scrubbers.
- Displays a calm, positive and inviting attitude to members and guests of the parish.
- Ability to recognize potentially unsafe situations and respond appropriately and quickly.
- Ability to maintain records of activities and operations within scope of position.
- Ability to work weekends and evenings, as required.
- Maintain confidentiality and appropriate personal and professional boundaries.
- Ability to meet qualifications of parish and diocesan safe environment policies and successfully pass a criminal background check.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for all cleaning aspects of the church including library, day chapel, cry room, vestry, sanctuary and music room. Responsibilities include but not limited to:

Cleaning Tasks

- Sweeping and mopping floors
- Vacuuming carpets
- Dusting furniture and surfaces
- Cleaning windows and mirrors
- Emptying trash cans and recycling bins
- Cleaning and sanitizing restrooms
- Spot cleaning spills and stains
- Remove wax spills and gum on carpets
- Clean holy water containers
- Classroom whiteboards and trays
- Pick up trash around the church and other buildings

Maintenance Tasks

- Replacing light bulbs
- Checking and replenishing bathroom supplies
- Reporting maintenance issues like leaks, broken fixtures, or malfunctioning equipment
- Checking and replacing cleaning supplies as needed
- Dining hall laundry
- Water plants, spray for weeds and other outside responsibilities assigned by Maintenance Director

Safety and Security

- Adhering to safety procedures when using cleaning chemicals
- Locking doors and windows after cleaning
- Monitoring for potential hazards and reporting them

Other Responsibilities

- Following a cleaning schedule and assigned areas
- Properly storing cleaning supplies and equipment
- Maintaining a clean and organized work area
- Communicating with supervisors regarding cleaning needs and any issues

QUALIFICATIONS

Education and Experience

- Previous custodial experience preferred.
- Any experience that demonstrates hard work, respect for safety regulations, and attention to detail.

Essential Physical Abilities

- Ability to perform essential duties without endangering self or other employees.
- Motor skills needed for equipment operation and general custodial duties.
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to operate cleaning equipment for an extended period of time, to reach, stoop, bend, and stretch in filing materials, lift up to 50 pounds, and work in a parish environment.
- Detects objects to identify proximity, depth and/or color and ability to comprehend and/or perform duties prescribed.
- Converse with others to express oneself and/or exchange information.

Additional Qualifications

- Practicing Roman Catholic preferred.
- Must be self-motivated and willing to serve.
- Bilingual (English/Spanish) preferred.

DISCLAIMER The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have received a copy of this job description.

Signature: _____ Date: _____

Custodian

April 2026