



# Church of the Presentation

271 West Saddle River Road, Upper Saddle River, NJ 07458 201 / 327-1313

**Position Title: Parish Custodian**

**Status:** Full time

**Reports To:** Business Manager

**Classification:** Non-Exempt

**Salary: Pay range** \$19.00 to \$27.50/hour

35 hour week, day shift, some weekends, evenings and overtime may be necessary

Benefits: A) Health Insurance (Medical/Prescription/Vision) B) Dental Insurance C) Basic Life & AD&D Insurance D) Pension Plan E) Short-Term Disability and F) Voluntary 403b Plan (Pre-Tax & Roth)

**Email resumes or letter of application to Melanie Cheplic, [mcheplic@churchofpresentation.org](mailto:mcheplic@churchofpresentation.org)**

## **General Description**

The Custodian is responsible for the overall maintenance, appearance, safety, and cleanliness of parish buildings and grounds. This person oversees routine maintenance operations, coordinates repairs and seasonal projects, and helps ensure that church facilities reflect the dignity, reverence, and mission of the parish. A probationary period may be discussed for this position.

## **Specific Duties/Responsibilities**

The following specific responsibilities are representative of the duties required in this position. They may be unilaterally but reasonably changed based on the working environment and parish needs. Availability for evenings, weekends, holy days, and emergency calls as needed.

## **Church and Parish Facilities**

- Perform general maintenance and repairs for parish buildings (rectory, offices, meeting rooms, and church) and parish-owned vehicles.
- Respond to staff work requests in the timeline requested for smooth daily operations.
- Maintain HVAC, plumbing, lighting, electrical, and mechanical systems or coordinate outside contractors as needed.
- Conduct and record routine inspections to identify maintenance and safety concerns.
- Set up and break down rooms and equipment for liturgies, meetings, events, funerals, and parish activities.
- Maintain cleanliness and orderly appearance of church property and grounds with attention to detail.
- Knowledge of maintenance chores to include cleaning, mopping, trash and recycling disposal.
- Basic knowledge of minor repairs and tools.
- Monitor maintenance supplies and equipment; recommend purchases when necessary.
- Keep inventory of supplies needed for parish events and keep supply closet organized and safe.
- And other duties as assigned.

## **Safety and Supervision**

- Ensure compliance with OSHA regulations and parish safety procedures and inform volunteers.
- Knowledge of safe handling of standard commercial cleaning chemicals and basic hand tools.
- Maintain secure operation of buildings, tools, and maintenance equipment.
- Monitor and maintain parish security policy for doors, gates, sheds and maintenance office area.
- Coordinate with and oversee maintenance contractors and/or volunteers when present for repairs/projects.
- Respond to maintenance emergencies and urgent repair needs.

### **Administrative Responsibilities**

- Coordinate with staff and ministry leaders on deadlines and room set ups.
- Maintain repair log, daily & monthly maintenance schedules and service records.
- Communicate regularly with other maintenance staff regarding facility repairs and daily operations.
- Read and reply to emails from staff and parishioners within 1-2 business days .

### **Qualifications/Skills**

- High school diploma or equivalent required.
- Archdiocesan required Protecting God's Children certification and background & driving record check.
- Minimum of 3 years of verifiable employment history.
- Working knowledge of basic repair techniques, basic maintenance of HVAC, plumbing, and electrical preferred.
- Strong organizational and communication skills in basic spoken and written English
- Ability to perform work independently in a timely manner and manage multiple priorities
- Basic computer or smartphone proficiency
- Ability to identify safety hazards and violations
- Valid driver's license for the state of residence required
- Because of the responsibility for driving parish-owned vehicles, this position may require occasional drug testing.

### **Physical Demands**

The physical demands 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 lift up to 50 pounds unassisted.
- Ability to stand, walk, bend, climb ladders, and work outdoors in varying weather conditions.

### **Working environment**

This position involves working in church building, parish facilities, and outdoor grounds in all seasons and weather conditions.

### **Faith and Conduct Expectations**

All employees are expected to support the mission and values of the parish and conduct all work with professionalism, respect, discretion, and sensitivity appropriate to a Catholic parish environment, including clean and modest appearance and dress.