

Our Lady of the Lake Catholic Church
411 Bagnell Dam Blvd
PO Box 2390
Lake Ozark, MO 65049
Email: office@ourladylakeozark.org



JOB DESCRIPTION

POSITION TITLE: **CUSTODIAN**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for maintenance, minor repairs, painting and safety at all parish buildings
- Janitorial (cleaning) services at all parish buildings, including church, fellowship building, offices, and educational areas.
- Develop and maintain a cleaning schedule for all parish buildings in coordination with the pastor and administration commission.
- Perform ground maintenance and repairs to include lawn mowing, snow removal, etc.
- Provide preventive maintenance program for parish to include plumbing, HVAC, and electrical, and maintain records as necessary. Maintain records of vendors and projects for office staff.
- Perform regular building inspections and report deficiencies to pastor.
- Set up furniture and fixtures as necessary for religious education and other church sponsored activities
- Submit purchase orders to pastor for approval of needed supplies and equipment
- Collect bids and coordinate contracted projects such as snow removal, irrigation, repairs, etc. that are applicable and as requested by pastor.
- Attend parish administration commission.
- Other duties as directed by pastor.

JOB QUALIFICATIONS

- Ability to work with others, independently, and safely
- Ability to schedule and produce work in a timely manner
- Prior building maintenance experience
- Verbal and written skills to communicate with assistants, parish staff and others
- Basic computer skills
- High level of discretion and integrity
- Knowledge and use of common hand tools and equipment
- Ability to be reached by cell phone at any time in case of emergency

EMPLOYMENT STATUS: Full-time 35 – 40 hours per week
 Group Insurance and Retirement Plan Available

REMIT RESUME TO ADDRESS OR EMAIL ABOVE.