

**Job Title:** Maintenance Custodian  
**Reports To:** Pastor  
**Parish:** St. Mary Nativity Church, Joliet, IL  
**Position:** Full-time, Benefits

### **Position Summary**

The Maintenance Custodian is responsible for performing general maintenance tasks including cleaning, completing work orders, maintaining the grounds at St. Mary Nativity and Holy Cross Parishes. This is an hourly position; hourly rate is commensurate knowledge and experience.

### **Responsibilities**

- Performs maintenance projects and tasks with minimal supervision under direction from the pastor and school principal.
- Include basic custodian / janitor tasks such as cleaning, painting, basic repairs, replacing light bulbs, yard work, snow removal, etc.
- Performs other duties as needed.

### **Qualifications**

- High school diploma or equivalent; college and/or trade school preferred
- Relevant certification (OSHA) strongly preferred
- Proficient knowledge of electrical, plumbing, and appliance repair with hands on experience.
- Available to be to share “on-call” emergencies and requests.
- Proven organizational and time management skills.
- Valid driver license and automobile insurance. A personal truck is an asset for light hauling between parishes; work mileage would be compensated.
- Ability to read and write English; speak English and understand spoken English. Spanish would be an asset.
- Must support the mission, philosophy and policies of the Roman Catholic Church, school and the Diocese of Joliet.

### **Job Requirements – *PHYSICAL REQUIREMENTS***

- May be exposed to constant activity that requires intermittent standing, bending, crouching, pushing/pulling, lifting/moving/carrying (light to heavy weight material/appliances/ equipment), climbing ladders/stairs, and walking on rooftops
- Requires manual dexterity sufficient to operate small-motorized equipment (i.e., repetitive hand/wrist, gripping and elbow motion)
- Must have normal range of hearing, vision, color discrimination and depth perception for proper operation of machines and equipment
- Requires the use of appropriate safety equipment (e.g., back belts, goggles, masks, gloves, etc.)
- St. Mary Nativity reserves the right to adjust this job description as needed.

**To apply for this position, please send resume and cover letter to Pastor Fr. Jerome Kish at [frkish@outlook.com](mailto:frkish@outlook.com)**