



Holy Redeemer Catholic Church  
503 Lyon Street  
Marshall, MN 56258  
Phone: 507 532-5711

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## POSITION DESCRIPTION

Date: June 7, 2023

### I. POSITION TITLE: Maintenance Custodian

- A. **Hours:** Full-Time Monday – Friday 40 hours per week
- B. **Benefits:** Employee benefits shall be those selected by the employee as customarily provided by the employer. Further information is available in the specific benefits documentation.
- C. **FLSA:** Non-Exempt
- D. **Reports to:** Parish Administration, Maintenance Director
- E. **Receives work direction from:** Pastor, Parish Administration, Maintenance Director
- F. **Direct Reports:** None
- G. **Provides work direction to:** Volunteers
- H. **Resource Person for:** All maintenance related issues

### II. PURPOSE OF POSITION

To provide a clean and safe campus for the Holy Redeemer Church, School and Campus Religious Center. Work should reflect the parish mission statement.

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The responsibilities listed below are representative of the job and are not inclusive. **Those preceded by an asterisk \* are essential functions of the job.** Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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### III. CHURCH EMPLOYMENT RESPONSIBILITIES

\* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church, Holy Redeemer Catholic School, and the Diocese of New Ulm. Their public behavior must not violate the faith, morals or laws of the Church or Diocese, such that can embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. **It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church.** Reasonable accommodation for the religious practice of employees not of the Catholic faith will similarly be provided.

### IV. REPRESENTATIVE RESPONSIBILITIES

- \* Help create a productive, positive, and harmonious work environment.
- \* Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all is taken care of in a professional and timely manner.

**Regular Activities** (Include, but are not limited to...)

- A. \* Demonstrate effective and appropriate maintenance practices.
- B. \* Demonstrate effective and appropriate cleaning practices.
- C. \* Maintain appropriate conduct in the parish.
- D. \* Supervise volunteers throughout the parish.

- E. \* Maintain outdoor grounds throughout the parish.
- F. \* Maintain a positive, safe and healthy environment.
- G. \* Instruct on the proper use of equipment.
- H. \* Instruct on the proper use of chemicals.
  - I. \* Instruct about safety and security guidelines/regulations.
- J. \* Accurately and neatly maintain time cards as prescribed by the Administration.
- K. \* Responsibly manage supplies and maintenance related materials.
- L. \* Report all maintenance related expenses to Maintenance Director.
- M. \* Adhere to all changes in regards to safety, health and maintenance.
- N. \* Demonstrate the willingness to embrace parish and school business, strategic, and ministerial objectives and show full cooperation with their implementations.
- O. \* Attend all required meetings and any meetings deemed necessary by the Maintenance Director, Parish Administration or Pastor.
- P. \* Keep Maintenance Director, Pastor, Parish Administration and others appropriately informed.
- Q. \* Ability to independently clean any area of the School and Church including Carlin Hall, that is dirty (windows, window ledges, stairs, ledges of tile walls, etc.)
- R. \* Be able to attend school-parish related activities outside of regular scheduled time that are required by the administration.
- S. \* Complete building walk-throughs at St. Clotilde in Green Valley on a weekly basis, providing maintenance and cleaning and reporting any issues with buildings to Parish Administration.
- T. \* School Duties include but are not limited to:
  - a. Emptying garbages in the classrooms and bathrooms daily
  - b. Cleaning the Upstairs Bathrooms daily
  - c. Cleaning the Chapel on Fridays
  - d. Cleaning the carpets in all classrooms during June & July, so they are completed before the teachers return in August.
  - e. Going over to the school 2 times a week during the summer months to complete the above duties as needed, as well as any other tasks the Maintenance Director needs completed

**V. OTHER RESPONSIBILITIES**

- A. Includes other responsibilities identified as needed by the employee, Maintenance Director and/or Supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks are outlined in supplemental documents, such as policies.

**VI. COMPETENCIES**

- A. Demonstrate good people, communication, and relational skills.
- B. Work effectively, collaboratively, and positively with others.
- C. Maintain a positive, professional, and helpful attitude.
- D. Demonstrate evidence of good organizational and management techniques.

- E. Proficiency in technology skills as the position demands.
- F. Ability to learn new skills, problem-solve and adapt to changes.
- G. Demonstrates responsibility, dependability, integrity and honesty.
- H. Ability to follow directions, work unsupervised and complete tasks in a timely manner.
  - I. Attentive to details and organized.
  - J. Knowledgeable in maintenance programs.
  - K. Possess ability to recognize and maintain confidentiality.
  - L. Ability to organize and coordinate repairs.

**VII. MENTAL DEMANDS**

- A. Keep a positive attitude throughout the day.
- B. Planning, organizing, and meeting deadlines.
- C. Handle conflict and adversity and remain calm when dealing with a conflict or dispute.
- D. Be present and focused on task at hand.
- E. Must keep information confidential.
- F. Work effectively and collegially with others, maintaining a positive and helpful attitude even in chaotic times.
- G. Ability to make decisions.
- H. Ability to learn and implement new ideas.
  - I. Ability to take direction and effectively complete procedures as directed.
  - J. Follow instructions and be able to complete tasks within appropriate timelines.
  - K. Able to plan, organize and meet deadlines.
  - L. Ability to formulate and assist in developing an annual budget relating to maintenance needs.

**VIII. PHYSICAL DEMANDS**

- A. Be aware of what is going on and respond appropriately.
- B. Able to speak, see, hear, and respond to parish maintenance needs, student needs and staff needs.
- C. Able to supervise volunteers and students.
- D. Able to bend, kneel, stretch and reach above head throughout the day.
- E. Lift, carry and move using proper techniques up to 50 pounds.
- F. Able to climb stairs and ladders.
- G. Stand or walk long periods of time.
- H. Conduct mopping, sweeping, cleaning and other cleaning/maintenance related tasks.
  - I. Operate various pieces of lawn equipment – Snow blowers, lawn mowers, trimmers, rakes, etc.
  - J. Ice Control and Light Snow removal:
    - a. Ability to use a snow shovel for light snow removal.
    - b. Be out in the cold temperatures for extended periods of time for light snow removal and ice control.
    - c. Provide your own personal cold weather clothing and protective equipment.
    - d. Be able to spread grit or ice melt as needed on campus and Church property
- K. Perform plumbing, boiler (when properly licensed), or heating repairs.
- L. Be able to use cleaning chemicals safely, must be able to read and understand label directions.

- M. Be able to operate safely all maintenance, cleaning, and floor equipment.
- N. Perform operator maintenance and repairs on parish equipment.

**IX. WORK ENVIRONMENT**

- A. Indoors throughout buildings. Some areas may be very warm.
- B. Outdoors in warm and cold weather.

**X. JOB QUALIFICATIONS**

- A. High school degree or equivalent.
- B. Pass a Krause Weber employment physical.
- C. Pass a background check.
- D. Have appropriate related educational experiences, training or experience in maintenance.
- E. Prefer an active, participating Catholic in full communion with the Roman Catholic Church.

**XI. ADDITIONAL QUALIFICATIONS**

- A. Valid driver's license.
- B. Current and valid vehicle insurance.
- C. Be knowledgeable and supportive of the Catholic School mission and philosophy.
- D. Be active, knowledgeable and supportive of the Catholic faith and witness this to the community.

Church of the Holy Redeemer is committed to creating a diverse environment and is proud to be an equal opportunity employer. All employment decisions are based on the church needs, job requirements and individual qualifications. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, familial status/pregnancy status, marital status, sexual orientation, national origin, genetic information, disability, age, veteran status, status with regard to public assistance, membership or activity in a human rights commission or any other protected status. [Church] complies with applicable federal, state and local laws governing non-discrimination and non-harassment in employment. At the same time, we cherish our right and duty to seek and retain personnel who will make positive contributions to our religious character, goals, and mission. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**EMPLOYEE:**

I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my position description will change.

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Signature of Employee

\_\_\_\_\_

Date

**SUPERVISOR:**

I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

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Signature of Supervisor

\_\_\_\_\_

Date

**Hire Date:** \_\_\_\_\_