

Full-Time Custodian Saint Mary of the Annunciation Parish

Location: Saint Mary of the Annunciation Parish, Ireland, IN

Position Type: Full Time

Hours: 40 hour per week (includes occasional weekend hours)

Position Summary:

Saint Mary Church is seeking a dedicated and reliable custodian to help maintain the cleanliness and functionality of our facilities, including the Rectory, Parish Office, Community Center, Social Hall, and Church. The Custodian plays a vital role in ensuring a welcoming, clean, and safe environment for our parish community.

Responsibilities:

- Clean all parish buildings, including sweeping, mopping, dusting, and trash removal.
- Maintain the cleanliness and sanitation of bathrooms and restrooms, ensuring dispensers are stocked.
- Periodically clean windows, cabinets, and other items as needed.

Specific Duties:

- Work collaboratively with staff, volunteers, and the parish community.
- Maintain confidentiality of parish and parishioner information.
- Perform other duties as needed or assigned.

Qualifications:

- Experience or training in custodial care preferred.
- Strong ability to work independently and prioritize tasks effectively.
- Good physical condition and ability to lift up to 50 pounds.
- Must be an effective communicator with other staff members.

How to apply: If you are interested in this position and meet qualifications, please submit your resume to Fr. Bill Nicholas at bnicholas@evdio.org

Applications will be accepted until the position is filled.