



**Our Lady, Queen of the Most Holy Rosary Cathedral
Custodial/Maintenance Worker**

Rosary Cathedral Parish, located at 2535 Collingwood Blvd. in Toledo, is currently seeking a Custodial/Maintenance Worker to maintain the buildings and property of the parish, ensuring that all facilities and grounds are safe, clean, neat and appealing. This individual will also perform routine electrical, plumbing and remodeling projects/repairs, as needed. They will assist the other maintenance team member.

This is a full-time position, with evening and weekend hours required as needed, however, we would be willing to discuss hiring a part time person. Salary negotiable with work experience.

Primary Responsibilities Include:

- Performs general custodial duties including but not limited to mopping, sweeping, vacuuming, dusting, burnishing floors, clean carpets, change light bulbs, emptying trash, and washing windows/glass areas.
- Responds to work orders generated by the Rector/Pastor or supervisor in a timely manner.
- Inspects parish grounds on a daily basis and picks up trash anywhere on parish grounds.
- Shovels snow and applies salt to all sidewalks, steps, and entryways.
- Inspects condition of restroom facilities; cleans restroom facilities and replenishes supplies daily; performs minor plumbing repairs as needed.
- Provides set-up, teardown and clean-up for meetings and other parish functions.
- Performs repair or general maintenance work of facilities, buildings, grounds, and equipment in various areas including electrical, carpentry, plumbing, and routine remodeling.
- Ensures that the inside and outside of the church is decorated to the satisfaction of the Rector/Pastor during the holidays and liturgical celebrations.

Knowledge, Skills, and Abilities Required:

- High school degree required or general equivalency degree (GED) and with at least two (2) years of experience as a maintenance worker.
- Must maintain a high level of attention to cleanliness, maintenance, and repair in terms of quality, detail, and a sense of pride in workmanship.
- Knowledge of methods used in maintenance and building repair including basic knowledge of uniform code books, electrical wiring, plumbing, carpentry, glass replacement, painting, and grounds maintenance; safety practices and procedures relating to the building trades.
- Ability to operate small electrical equipment related to parish maintenance and repair.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- A practicing Catholic, who is a member of a parish faith community, is preferred.
- Ability to drive a car and travel from time-to-time. Must maintain a valid driver's license.
- Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

PHYSICAL DEMANDS:

The physical demands described here are typical of those needed to successfully perform the essential duties of this position. The employee is required to stand, walk, sit, stoop, kneel or crawl and require repetitive use of hands and arms. Must frequently lift and/or move objects/equipment of 25 pounds up to approximately 75 pounds unassisted.

**Qualified candidates please submit cover letter, resume and salary expectations via email to:
Rev. Msgr. William Kubacki, wkubacki@toledodiocese.org.**

**For questions please call the parish office at 419-244-9575 Ext 207 to speak with Tim Westfall, the
Parish Manager or email at admin@rosarycathedral.org**