



Maintenance / Custodial Associate

Saint Frances Cabrini Church – Full-Time

Position Summary

The Maintenance/Custodial Associate supports the mission of the Parish by ensuring that all church campus facilities are clean, safe, welcoming, and properly prepared for liturgies, meetings, and events. This full-time position works collaboratively with parish staff, supports rectory needs, assists with event setups, and helps maintain the campus through routine cleaning, organization, and light maintenance work. Benefits include medical, a 403(b)-retirement plan and paid vacation. Other benefits are also available.

Key Responsibilities

Facilities & Custodial Care

- Maintain cleanliness of church, parish buildings, offices, restrooms, meeting spaces, and common areas
- Assist with general custodial and support needs of the rectory, as requested
- Perform regular cleaning tasks including sweeping, mopping, vacuuming, trash removal, and sanitizing
- Ensure facilities are prepared and reset for liturgies, parish events, meetings, funerals, and special celebrations
- Notify appropriate staff when supplies need to be reordered
- Move furniture and equipment as requested
- Perform light upkeep tasks such as painting and small repairs as needed
- Help ensure safe access during ice, snow and inclement weather

Event Setup & Support

- Set up and break down tables, chairs, and equipment for parish events and ministries
- Assist staff and volunteers as needed to support parish hospitality and programming
- Track, restock, and organize hospitality supplies

Maintenance & Repairs

- Awareness of emergency systems including plumbing, fire safety, electrical and sewage systems.
- Perform occasional light repair and maintenance tasks (e.g., changing light bulbs, basic fixes, minor adjustments)
- Monitor building conditions and promptly report safety hazards or maintenance concerns
- Communicate with HVAC, electrical, and plumbing service providers as directed
- Assist with access, coordination, and follow-up for contracted repairs

Availability and Emergencies

- Work some weekend hours and occasional evenings based on liturgical and event schedules
- Be available for limited on-call emergency situations, including weather-related events, facility emergencies or urgent maintenance needs
- Assist in other areas of parish operations as needed

Qualifications

- Previous custodial, maintenance, or facilities experience preferred
- Ability to work independently and manage multiple tasks
- Basic knowledge of cleaning equipment and supplies
- Comfortable communicating with staff, clergy, and service vendors
- Respect for and alignment with the mission and values of the Catholic Church

Physical Requirements

- Ability to lift, carry, push, or pull up to 50 pounds
- Ability to stand, walk, bend, and perform physical tasks for extended periods

Schedule & Compensation

- Full-time position
- Some weekend and evening hours required
- Competitive pay based on experience
- Medical benefits, 403(b) retirement plan and paid vacation
- Other benefits available