**IHM CUSTODIAN JOB DESCRIPTION**

IHM is in search of a self-motivated, efficient Church Custodian who possesses an understanding of proper cleaning methods and a respect for the Catholic religion. The custodian will ensure that all publicly accessible areas of the church are clean and ready for other staff members and the parishioners to use. The person will make minor repairs, vacuum, sweep/clean floors, sanitize surfaces, keep track of inventory (ie toliet paper/paper towels), etc. They will also assist with preparations for all events put on by the parish.

The person needs to be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship & congregate. Have the ability to make basic repairs is desirable.

RESPONSIBILITIES

* Maintaining clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchen, and Parish Hall.
* Perform maintenance, such as changing light bulbs, ceiling tiles, and restocking bathrooms, and making repairs.
* Assist with event preparations and clean up (setting up/breaking down tables/chairs)
* Interacting with church staff and visitors in a respectful, positive manner
* Maintain church grounds (ie. shoveling/sanding, mowing of grounds, shrubbery, etc)

This is a part-time 20 hour/week position.

Please send letter of interest to: IHM, 256 State Street, Granby, MA 01033
or email to: parishihmgranby@gmail.com