

**Title:** Maintenance Custodial Technician  
**Parish:** St. Jude Catholic Church, New Lenox, IL  
**Reports To:** Maintenance & Grounds Supervisor  
**Position:** Full-Time, Non-Exempt, Benefited  
**Hours:** Monday – Friday 11:00am – 7:00pm, rotating weekends might be required.

### **Summary**

St. Jude Catholic Church is seeking a dependable, motivated, and service-oriented Maintenance Custodian to help maintain our church, school, and campus. This position plays an important role in creating a clean, safe, welcoming, and well-maintained environment for parishioners, staff, visitors, and the many ministries that call our parish home.

The ideal candidate is self-motivated, takes pride in their work, enjoys solving problems, and possesses the skills necessary to perform both custodial and general maintenance responsibilities. The successful candidate will support the mission of the Catholic Church by ensuring our facilities are ready for worship, education, meetings, and parish events. Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet.

### **Essential Responsibilities**

#### **Custodial Duties**

- Clean and sanitize the church, offices, school, meeting rooms, restrooms, and common areas.
- Vacuum, mop, dust, disinfect, and maintain floors and furnishings.
- Empty trash and recycling containers.
- Restock restroom and janitorial supplies.
- Maintain the cleanliness of entrances and gathering spaces.
- Ensure facilities are presentable before and after parish events.

#### **Building & Grounds Maintenance**

- Perform preventative maintenance throughout the campus.
- Complete basic plumbing, electrical, carpentry, painting, drywall, and fixture repairs.
- Replace light bulbs, ceiling tiles, filters, batteries, and other building components.
- Perform routine inspections and report issues requiring outside contractors.
- Maintain maintenance equipment and tools.
- Outdoor cleanup (grass, weeds, leaves, snow etc.) could be required.

#### **Event & Facility Support**

- Set up and take down tables, chairs, stages, and equipment for parish events.
- Assist ministries and parish staff with room configurations.
- Ensure meeting rooms are properly prepared and restored.

#### **General Responsibilities**

- Respond promptly to maintenance requests.
- Identify maintenance concerns before they become larger problems.
- Work cooperatively with parish staff, volunteers, vendors, and contractors.
- Accept deliveries and transport materials as needed.
- Maintain maintenance logs and supply inventories.
- Follow all OSHA and Diocese of Joliet safety policies.
- Be available for occasional evenings, weekends, and emergency calls when needed.
- Perform other duties as assigned.

**Note: This job description is not intended to be all-inclusive. Other related duties may be assigned to meet the ongoing needs of the organization.**

**Qualifications**

- Minimum 5 years of maintenance, custodial, facilities, or related experience
- Working knowledge of:
  - Building maintenance
  - Plumbing
  - Electrical systems
  - Carpentry
  - Painting
  - HVAC maintenance
  - Cleaning equipment and chemicals
- Ability to operate power tools and custodial equipment safely.
- Strong organizational and communication skills.
- Ability to prioritize work independently.
- Basic computer skills for ordering, emails & organization
- Valid Illinois driver's license preferred

**Physical Requirements**

This position requires the ability to:

- Lift up to 50 pounds.
- Frequently stand, walk, bend, kneel, climb ladders, and perform physical labor.
- Work indoors and outdoors in all weather conditions.
- Safely move tables, chairs, equipment, and supplies.

**Salary**

Hourly rate range is \$18.00 - \$24.00 per hour dependent on experience and qualifications.

**Benefits**

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule determined at local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

***If you are interested in this opportunity, please email a cover letter and resume to Lisa Raspante, business manager at [businessmanager@stjudechurchnl.org](mailto:businessmanager@stjudechurchnl.org)***