



St. Francis Xavier  
Missoula's Jesuit Parish  
420 West Pine Missoula, MT 59802  
(406) 542-0321

## **Parish Custodian/Groundskeeper**

St. Francis Xavier Parish is a fully conscious Jesuit parish searching for God's will on a continuous basis. It is a church responding to the evolving needs of our people and our society, especially in the areas of education, sacramental ministry, spiritual development, faith formation, evangelization and social justice.

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**POSITION TITLE:** Parish Facilities Custodian

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**POSITION STATUS:** Part Time 20+ Hours/Week & Flexible Schedule

**REPORTS TO:** Parish Administrator

### **I. POSITION GOAL**

The Parish Facilities Steward's goal is to fulfill the day-to-day custodial and maintenance work on and within the St. Francis Xavier Parish campus. On a daily basis the Parish Facilities Steward must maintain an environment that is inviting to visitors, employees, and parishioners passing through or working within the church, parish office, Loyola Building, and parish grounds.

### **II. RESPONSIBILITIES**

1. Maintain buildings and premises, including general cleaning, garbage removal, floors and carpets, seasonal or other periodic responsibilities to include mowing and snow/ice removal. Work with parish administrator to provide for additional assistance as necessary for larger maintenance projects. Make purchases for general cleaning supplies or order through Parish Administrator.
2. Set up various functions of the parish as needed, including regularly scheduled events, special events and meetings, dinners, funerals, etc. Ensure take down of same events is complete. Ensure that kitchen and room cleanup is completed by the group in charge of the function.
3. Ensure that the boilers and heating systems, elevator, and any other mechanical equipment are in good functioning order and repair. Provide

information to the parish administrator for major mechanical repairs, contractors needed, or recommend other means to ensure systems are in good working order.

4. Responsible for good working condition and repair of parish property as needed. Make minor repairs, updates and conduct preventative maintenance of property. Arrange with parish administrator to address major repairs or maintenance required to be completed by contractors.
5. Ensure that parking, sidewalks, and outside steps are in a usable condition during times the church, parish office, or Loyola Building are scheduled for use by groups, liturgical services, or events.
6. Oversee the availability of the St. Francis Xavier Church and Loyola Center, unlocking doors as needed, securing/locking as needed.
7. Participate as a full member of the St. Francis Xavier Parish staff.

### **III. SAMPLE OF (BUT NOT LIMITED TO) COMMON DUTIES:**

- Clean all bathrooms including toilet bowls, sinks and mirrors, including wet mopping all floors where needed
- Ensure that supplies of toilet paper, liquid soap, paper towels, etc. are filled
- Ensure that all toilets and sinks are in good working order
- Empty all wastebaskets and recycling containers as needed
- Vacuum all carpets throughout all three buildings
- Dust as needed
- Sweep and wet mop the kitchen floor in Reidy Hall and outer areas. Make sure kitchen and storage areas are clean and orderly
- Take out all garbage and recycling for pickup
- Check all lights, replace bulbs when necessary
- Monitor all thermostats and heating systems to ensure that all are working correctly
- Make sure all doors to all buildings are closing and locking properly
- Paint or spot-paint where and as needed
- Fix carpet or flooring problems as they arise
- Resolve custodial and maintenance issues as they arise or as they are described by the parish administrator

### **IV. QUALIFICATIONS**

- Dependable, responsible, and self-motivated. Must have regular & timely attendance during stated or negotiated hours
- Possess excellent communication skills and a strong team player with the staff
- Able to utilize a computer for email, calendaring, and research purposes
- High School Diploma or GED required
- The ability to make minor carpentry and mechanical repairs
- The ability to read and follow directions as required by labels, directions or service repair manuals.

- Excellent organizational and planning skills, and an ability to work with staff and volunteers as needed
- Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency
- Flexibility to handle sudden changes in weather, spills, planned events, mechanical failures, or property related emergencies
- Ability to adapt to the changing needs of the parish as described by the parish administrator or pastor

#### **IV. PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to reach, bend, stoop, kneel, and stand for extended periods of time.
- Must have the ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities
- Able to walk up three flights of stairs

#### **V. DIOCESAN COMPLIANCE**

St. Francis Xavier is a parish of the Diocese of Helena and thus all employees are required to comply with diocesan policies and procedures.

Additionally, all applicants must complete a Diocese of Helena Employment Application which is located under Employment Opportunities on the Diocese of Helena Web page or through the link below.

<http://www.diocesehelena.org/offices-and-ministries/human-resource-services/employment-opportunities/>

Please send your resume and application to the attention of Colin McCormack by email at [cmccormack@sfxmissoula.org](mailto:cmccormack@sfxmissoula.org) or you may drop it off at the parish office: 420 W. Pine St., Missoula, MT. 59802. Applications will be accepted until the position is filled.

Fr. C. Hightower, S.J., Pastor  
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Missoula, MT 59802  
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