

Maintenance Custodian

Job Title:	Maintenance Custodian
Location:	Catholic Center, Evansville, Indiana
Reports To:	Activities Manager
FLSA Status:	Full-time , Hourly
Last Revised:	01/03/2025

Summary:

- The Maintenance Custodian will be responsible for providing routine and preventative maintenance and cleaning for the entire Catholic Center property including but not limited to the Catholic Center offices, Sarto Retreat house, grounds, and other Catholic Center property. This position will also be responsible for maintaining and extending the life of all Catholic Center owned equipment.

Essential Job Functions:

- Coordinates with Activities Manager on maintenance and cleaning purchase requests.
- Provide custodial cleaning services to buildings and grounds.
- Provide grounds keeping services such as mowing, landscaping, and restoration.
- Assist with routine maintenance projects such as painting and repair work.
- Participate in set up and tear down for various activities that take place onsite.
- Ensuring the property is clean and presentable.

Requirements:

- Team player
- Self-Motivated
- Valid Driver’s License
- Organized
- Basic computer skills (i.e. word, email, etc.)
- Ability to routinely lift, bend, stand, and walk
- Must be able to carry 20-50 lbs

Desirable Skills:

- 2 years of maintenance experience

Education Requirements:

- High School Diploma or equivalent

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic teachings in particular as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply, please send resume to humanresources@evdio.org