



# Our Lady of Good Counsel Church

42 W. Main Street – Moorestown, NJ 08057

## Position Description: Full-time Maintenance/Custodian

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Name: OPEN Start Date: March 2024  
Direct Supervisor: Megan Quigley, Facilities and Administration Manager

### **Primary Responsibilities:**

- The successful candidate will share responsibility for assisting with the general custodial and maintenance tasks of the parish facility.
- The daily routine will include the inspection of parish and school buildings to identify any maintenance issues, especially those that may be related to overnight storms.
- While daily cleaning and custodial services are outsourced, the incumbent will assist from time to time with cleaning tasks within the church or school and may coordinate these tasks with the cleaning company.
- Maintenance and repair tasks include minor repairs of buildings, such as repair of plumbing, faucets or electrical outlets and lights; changing of light bulbs as needed; spackling and repair of walls which may be damaged; light painting of repaired areas.
- The incumbent will also assist other maintenance staff as needed with the coordination of outside contractors who will be responsible for larger projects. Examples would be providing access to secured areas such as boiler rooms for plumbers, or for roofers, HVAC contractors, or lawn care contractors.
- The incumbent will assist as needed with moving deliveries from the drop point to the proper areas within our facility, such as bulletins getting to the church weekly, and seasonal items properly stored and retrieved as needed when preparing for Advent, Christmas, etc.
- Anticipated hours will be 40 hours per week. Some flexibility with hours can be coordinated with the incumbent's supervisor, the Manager of Facilities and Administration. Normal workdays are Monday through Friday.
- Occasionally based on calendar events, the incumbent may be invited to work overtime to be an on-site presence during evening or weekend parish events, such as PTA events, First Communions, etc.
- The selected candidate will need to complete a background review and Virtus training in accord with Diocese of Trenton guidelines for all employees.

### **Experience & Requirements:**

- Candidates must be capable of lifting 50 pounds, climbing ladders, and operating the parish van and tractor as needed.
- The selected candidate must have basic familiarity with tools and general repairs.
- Demonstrated experience in a medium-large facility environment is necessary.
- Hands-on experience with electrical and/or mechanical systems is preferred.

### **Compensation:**

- As a full-time position, the incumbent will be eligible for standard benefits such as healthcare and dental insurance. Short-term disability coverage is provided.
- Salary will be hourly, based on weekly reported hours, paid bi-weekly based on parish payroll schedules. Two weeks paid vacation is provided with this position.
- Salary range based on experience.