

St. Peter's Chelsea

Custodian Job Description

The Custodian provides support to the day-to-day operations of St. Peter's buildings by helping to create clean, safe, and inviting space for parishioners and members of the community to gather in.

Responsibilities:

- Open and close the church for 8-9 AM morning rental group.
- Clean sidewalk and courtyard outside the church.
- Water tree pits, flowers and garden.
- Clean, dust and disinfect rooms in the church and rectory.
- Replenish supplies in restrooms and kitchen.
- Sweep, mop and vacuum floors as needed.
- Empty trash cans and recyclables into disposal areas.
- Conduct occasional maintenance tasks such as replacing light bulbs.
- Perform other duties as assigned by supervisor.

Qualifications:

- Detail-oriented with a keen awareness and sensitivity to the physical environment.
- Good customer service skills and can interact with a wide range of stakeholders with respect and kindness.
- Self-starter who is able to identify work that needs to be done and remains proactive.
- Good common sense with ability to solve practical problems.
- Flexible team player.

Hours and Compensation: Starting in July, Tuesdays from 7 to 11 am, \$20/hour, with the plan to increase the number of days to the full five weekdays during August and September.

If interested, please send a cover letter and resume to jobs@stpeterschelsea.org. No calls or unsolicited emails please. We will only respond to those candidates we wish to interview and will contact them within 10 days time.