



St. Mary's Catholic School Employment Application
 104 St. Mary's St. NW
 Sleepy Eye, MN 56085

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address			Apt #
City	State	Zip	
Phone	E-mail		
Date Available	Position Applied For		
Are you a citizen of the United States or otherwise legally authorized to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you been employed by St. Mary's Church or School before? YES <input type="checkbox"/> NO <input type="checkbox"/>			

EDUCATION	
High School Name & Address	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree/Certificate
College Name & Address	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree/Certificate
Other	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree/Certificate

REFERENCES - Please list three professional references	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Company		Phone
Address		Supervisor
Job Title	Starting/Ending Salary	
Responsibilities		
Employed From	To	May we contact your supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>
Reason for leaving		
Company		Phone
Address		Supervisor
Job Title	Starting/Ending Salary	
Responsibilities		
Employed From	To	May we contact your supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>
Reason for leaving		
Company		Phone
Address		Supervisor
Job Title	Starting/Ending Salary	
Responsibilities		
Employed From	To	May we contact your supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>
Reason for leaving		

MILITARY SERVICE

Branch	Dates of Service: From		To
Rank at Discharge	Honorable Discharge? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If not honorable, please explain			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination.

I understand that any offer of employment will be contingent on passing the required background check.

I authorize you to make inquiries concerning my employment history, education, credit status and qualifications. I release from liability your company and those who may respond to your inquiries. I understand that you hire on an at-will basis in which either party may terminate at any time, with or without cause, except as may be required by law.

Signature _____ Date _____

CHURCH OF ST. MARY'S – SLEEPY EYE, MN

Position Title: St. Mary's Custodian

Updated as of: July 13, 2017

Reports To: Maintenance Supervisor

FLSA Status: Non-Exempt

Direct Reports: Custodial Staff

Receives Work Direction From: Maintenance Supervisor, Pastor, Principals

Provide Work Direction For: Volunteers and students

Resource Person For: All maintenance related issues.

Schedule: Full time position. Duties requiring 40 hours per pay week, excluding vacation and sick time.
May have to work some weekends. May be asked to work overtime.

Objective: To provide a clean and safe campus for St. Mary's Parish. Work should reflect the school/parish mission statement.

*** Church Employment Responsibilities:**

Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior and values must not violate the faith, morals or laws of the Church, such that it can embarrass the church or give rise to scandal. New employees are subject to 90 days probation period.

Representative Responsibilities:

Help create a productive and harmonious work environment. Be present where needed, ready to work as needed to meet responsibilities. Includes recognizing when situation requires more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that maintenance is taken care of in a professional manner.

*** Regular Maintenance Activities (Include but are limited to):**

1. Be present or available each work day or any other times deemed necessary
2. Demonstrate effective and appropriate maintenance practices
3. Maintain appropriate conduct in the parish
4. Supervise workers throughout the parish
5. Assist in maintaining boilers and heating systems throughout parish
6. Will have to work some weekends to perform daily checks and maintenance.
7. May be asked to help with boiler checks and maintenance outside St. Mary's Parish.
8. Perform snow removal and ice control. May have to come earlier than normally scheduled and work some weekends for snow and ice control.
9. Maintain a positive, safe and healthy environment.
10. Assist Maintenance Supervisor in conducting administrative duties.

*** Instruction:**

1. Instruct on the proper use of equipment
2. Instruct on the proper use of chemicals
3. Instruct about safety and security guidelines/regulations

*** Administrative Responsibilities:**

1. Accurately and neatly maintain time cards as prescribed by Maintenance Supervisor
2. Responsibly manage supplies and maintenance related materials
3. Report all maintenance related expenses to Maintenance Supervisor
4. Adhere to all changes in regards to safety, health and maintenance

*** Professional Responsibilities:**

Conduct behavior that is respectful, professional and collegial

*** Attend Meetings:**

Attend all required meetings and any meetings deemed necessary by the Maintenance Supervisor or Pastor.

*** Organizational Goals:**

Demonstrate the willingness to embrace parish and school business, strategic and ministerial objectives and show full cooperation with their implementations.

Other Responsibilities:

Includes other responsibilities identified as needed by the employee and approved and/or assigned by the Maintenance Supervisor or Pastor.

The responsibilities listed above are representative of the position and are not all inclusive. More detailed listings of the duties and tasks are outline in the supplemental documents. Responsibilities represented with * are essential functions.

JOB QUALIFICATIONS

- High school degree or equivalent
- Pass background check
- Special Class Engineer Boilers license
- Exhibit knowledge of maintenance program
- Must demonstrate evidence of good organizational and management techniques
- Must have proficiency in technology skills as the position demands
- Possess good people and learning skills
- Must be responsible and dependable
- Must be able to work unsupervised

MENTAL DEMANDS

- Be knowledgeable and supportive of the Catholic School mission and philosophy
- Be supportive of the Catholic faith and witness this to the community
- Work effectively and collegially with others
- Work well with others maintaining a positive and helpful attitude even in chaotic times
- Ability to make decisions
- Ability to work without supervision
- Ability to learn and implement new ideas
- Ability to take direction and effectively complete procedures as directed
- Keep Maintenance Supervisor and others appropriately informed
- Follow instructions and be able to complete tasks within appropriate timelines
- Must have the ability to plan, organize and meet deadlines
- Possess ability to recognize and maintain confidentiality

- Must keep information confidential and have integrity and honesty
- Communicate effectively
- Ability to problem solve, deal with conflict and adversity
- Ability to formulate and assist in developing an annual budget relating to maintenance needs
- Ability to organize and coordinate repairs

PHYSICAL DEMANDS

- Able to supervise volunteers and students
- Be able to attend school-parish related activities outside of regular scheduled time that are required by the administration
- Able to speak, see, hear, and respond to parish maintenance needs
- Lift, carry and move using proper techniques up to 50 pounds
- Able to climb stairs and ladders
- stand or walk for long periods of time
- conduct mopping, sweeping, cleaning and other cleaning/maintenance related tasks
- Operate various pieces of lawn equipment – lawn mowers, trimmers, rakes, etc.
- Operate snow removal equipment – skid loaders, lawn tractor, scoop shovel, etc.
- Move snow for extended periods of time with a shovel
- Be out in the cold temperatures for extended periods of time for snow and ice control
- Provide your own personal cold weather clothing and protective equipment
- Be able to spread grit or ice melt as needed on campus
- Perform plumbing, boiler or heating repairs that you feel confident in completing
- Be able to use cleaning chemicals safely, must be able to read and understand label directions
- Be able to operate safely all maintenance, cleaning, and floor care equipment
- Perform operator maintenance and repairs on parish equipment
- You will receive instruction and guidance in any area or item you are not familiar with

HOLIDAYS

- The following are paid holidays: Christmas Day, New Years Day, Memorial Day, 4th of July, Labor Day, and Thanksgiving Day. Any other paid time off will need to be approved through the Maintenance Supervisor and by the Pastor. If a holiday falls on a weekend, then an appropriate time during the week will be available per supervisor’s approval.

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization’s needs change, my job description will change.

Signature of Employee

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this capacity.

Signature of Supervisor/ Maintenance Supervisor

Date