



POSITION TITLE : Custodian
DEADLINE TO APPLY : March 15, 2026

IDENTIFYING INFORMATION:

Type : Part time – (15 – 20 hours per week Monday- Thursday)
Status : Non-exempt
Report to : Pastor and Parish Manager/Business Manager
Salary : \$16.00- 18.00 per hour

ABOUT US

Christ The King is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

BENEFITS AND PERKS

We offer a salary of \$16.00-\$18.00 per hour. We Value your work and life balance offering Paid Holidays, and an annual Christmas Holiday Closure, 403B retirement and match, and Life/AD&D Insurance.

POSITION SUMMARY

Responsible for maintaining the cleanliness, order, and safety of all parish buildings and grounds. This includes the church, narthex, offices, parish hall and formation center classrooms. The custodian ensures that facilities are clean, welcoming, and ready for worship services, meetings and parish events by performing the following duties.

- Clean and maintain all parish areas, including the Church, narthex, offices, Adrian's Hall, and Formation Center classrooms.
- Perform routine cleaning tasks: sweeping, mopping, vacuuming, emptying wastebaskets, and trash removal
- Clean entry doors, windows, carpets, rugs, and upholstered furniture as needed
- Conduct special deep-cleaning projects as needed
- Report maintenance needs to the Pastor and Director of Maintenance
- Collaborate effectively in a team-oriented environment

- Follow all Christ the King Parish policies, procedures, and safety guidelines
- Perform other duties as assigned by the Pastor

QUALIFICATIONS

Education and Experience:

- High School diploma or GED
- Preferably with two years related experience and/or training.
- Proficiency in use and care of equipment and supplies.
- Familiar with OSHA safety requirements relating to the storage and use of hazardous materials.

KNOWLEDGE SKILLS AND ABILITIES DEMONSTRATING APPLICATION OF THE FOLLOWING:

- Exhibits good listening and comprehension; ability to effectively present information and respond to questions.
- Keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification.
- Excellent interpersonal, oral and written communication skills, projecting a professional, sincere and friendly manner.
- High level of accuracy and attention to detail.
- Problem solving, discretion and interpersonal skills needed.
- Ability to function effectively and efficiently in an active environment under flexible and changing conditions.
- Organization, time management and ability to manage tasks effectively.

Supervisory Responsibility:

- No supervisory responsibilities for this position.

Work Environment:

- This is a part time position. Days and hours of work are part-time (15-20 hours per week)
Monday – Thursday 7:00 a.m. to 12:00 p.m.
- While performing the duties of this job, the work is performed both indoors and outdoors, under continually tight deadlines.

Physical Demands:

- While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, and perform repetitive motions of the hands/wrists and feet. Lifts and moves items up to 50 pounds.

Other Requirements:

- Must be able to pass a criminal background investigation.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

Thank you for your interest in career opportunities with

CHRIST THE KING CATHOLIC PARISH

in Pueblo, Colorado.

To apply for this position, please send your resume and application to:

CHRIST THE KING CATHOLIC PARISH, 1708 Horseshoe Drive, Pueblo, Colorado 81001

Attention: Todd Johnson or email to tjohnson@ctkpeueblo.org

Pastor Signature: _____

Date: _____

Employee Signature: _____

Date: _____