

SACRED HEART CHURCH
254 E. 5th Ave.
DURANGO, CO

CHURCH CLEANER JOB DESCRIPTION

PURPOSE:

To provide efficient and effective cleaning of Sacred Heart Church ensuring the general appearance of the building is maintained in accordance with the required standards. The areas included are the entrance, main sanctuary, altar, sacristy, confessional, chapel, upstairs choir and cryroom area, bathrooms and storage or maintenance area.

The Church is a well-used building and some flexibility will be required in relation to the timing of cleaning depending on the use of the church during the week. You may be called to clean church after funerals periodically.

ORGANIZATION:

The employee will work under the supervision of the Pastor, Business Manager and/or secretary.

DUTIES AND RESPONSIBILITIES:

- Ensure that the main sanctuary is clean and ready for weekend services, every Friday afternoon or Saturday morning. A mid-week inspection and pick up is recommended. On occasion your schedule may need to change if there is a funeral, baptism, etc.
- Sweep and mop the main sanctuary including under pews, granite floor down center and altar area; sweep, mop and clean bathrooms, confessional, chapel, altar, sacristy, storage areas, upstairs choir area. Vacuum rugs where necessary.
- Dusting, damp washing or polishing pews periodically, clean window sills, clean and change water in holy water fonts.
- Replenishing items such as soap, toilet rolls paper towels as required
- Empty waste bins and transport waste to the outside bins
- Using chemical agents as directed by the Church Administrator in the discharge of cleaning operation or maintenance procedures after receiving proper instruction.
- Cleaning the toilets and sinks
- Cleaning internal windows including use of three step ladder as required
- Keep a check on cleaning stock levels and inform the Administrator/Secretary of low levels of stock

REQUIRED PERSONAL ATTRIBUTES:

- Trustworthy as this role is a keyholder
- Ability to handle cleaning equipment
- Ability to walk, bend, push, pull and lift repetitively during working hours and lift approximately 23-50 pounds.
- Thorough and tidy approach

- Good communication and organizational skills
- Self-motivation and the ability to identify and complete needed tasks without direct supervision

JOB DETAILS:

- 6 Hours a week over two days, unless approved by pastor/business manager
- Requires a Safe Environment training and background check.
- No benefits

TO APPLY:

The closing date for applications is May 5, 2026

Start date is as soon as possible.

Beginning pay is \$18 per hour.

Submit your application online at

office.sacredheart.dgo@gmail.com or drop it off at Sacred
Heart office, 255 E. 5th Ave., Durango, CO 81301