

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. Maria Goretti Parish	POSITION STATUS: P/T
POSITION: Maintenance	SCHEDULE: 20-25 hrs/week
CATEGORY: Non-Exempt	

SUPERVISOR: Business Manager

Job Summary: This position is responsible for opening/closing designated areas of the parish for meetings and events. In addition, this position is responsible for providing routine cleaning of parish center, and maintenance of the parish center, rectory, and its grounds. Assisting the Business Manager to ensure a clean, safe, and efficient property site.

Essential Functions:

1. Perform routine cleaning of Parish Center – Keep all areas of the building in a clean and sanitary condition, including windows, walkways, and entrances
2. Perform routine light building maintenance of Parish Center
 - Church furniture, doors, partitions, thermometer controls, and hot water heaters.
 - Cut and trim grass in areas not provided by landscaper.
 - Perform various duties as needed
3. Plan and schedule routine preventive services and kitchen appliance maintenance, according to manufacturer specifications and safety considerations.
4. Call contractors for repairs as needed – Parish Center and Rectory
5. Monitor/Oversee Contracted Services for grounds keeping, pest control, etc.
6. Set-up/Take-Down, and Open/Close Parish Center meeting room: chairs, tables, partitions, and equipment
7. Set-up/Take-Down, tent in plaza for events
8. Attend Parish Events to ensure compliance in following all parish guidelines
9. Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: 1-2 Years previous experience, maintenance / property management experience strongly preferred.

Skills / Knowledge: Working knowledge of modern cleaning methods; understands use and care of cleaning materials and equipment. The ability to perform physical labor with the exposure to climate and temperatures changes. Knowledge of various building maintenance in the fields of carpentry, electrical work, plumbing, sanitation, locksmith work, grounds maintenance, and janitorial care. Must possess the ability to understand a variety of technical subjects relating to maintenance; ability to communicate effectively. Has the ability to work cooperatively with others and follow oral and written directions. Must have the ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness, and poise.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE