

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Mary School

POSITION: Plant Assistant

CATEGORY: Non-exempt

POSITION STATUS: Part-Time

SUPERVISOR: Principal/Plant Manager

JOB SUMMARY: Perform routine cleaning and maintenance work in/on all parish and school buildings and grounds under the guidance of the Plant Manager.

ESSENTIAL FUNCTIONS: Apply the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment.

General Responsibilities:

- Sweep, scrub, wax, or polish concrete, linoleum, tile and wood floors
- Vacuum rugs and carpets in school offices, faculty rooms, classrooms, gymnasium, library, recreation rooms, auditoriums, dining room, cafeteria and hallways as needed or assigned
- Clean and dust walls, furniture, woodwork, and other equipment in all areas
- Pick up refuse on grounds and sweep walks and entrances
- Wash, scrub, and disinfect restrooms
- Clean windows, door glass, and drinking fountains, clean and polish metal work such as door panels and hand railings
- Empty and clean waste and recycling containers
- Move or rearrange chairs, tables, desks, furniture, and other equipment
- Replace light globes
- Make minor repairs or adjustments to classroom furniture
- Maintain equipment used in the course of work
- Report safety, sanitary and fire hazards
- Cut and trim grass and shrubs; water lawns and shrubs as needed or assigned
- Supervise students during lunch and recess times
- Supervise the clean-up of lunch areas
- Supervise the playground so that students play in a safe manner within the assigned areas
- Perform related duties as required

Faith Community Affairs:

- Ensure that all areas of responsibility are aligned to and consistent with the Catholic mission of the school
- Believe, articulate and promote the school's mission, philosophy and student learning expectations
- Participate in the school and parish activities and life following the memo of expectation provided by the principal

MINIMUM QUALIFICATIONS:

Education:

- Knowledge of modern cleaning methods and the use and care of cleaning materials and equipment
- Ability to use cleaning materials with skill and efficiency; perform heavy physical labor
- Understand and follow a work schedule and oral and written directions
- Work cooperatively with others

Experience: Experience in Catholic school preferred

Skills / Knowledge:

- Must function in a manner consistent with the mission of the Catholic church, Diocese of Sacramento, and St. Mary School
- Knowledge of diocesan policies as they apply to Catholic schools
- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Able to quickly establish rapport
- Able to work independently
- Is a self-starter and task-oriented
- Ability to work in a high-paced environment
- Ability to work cooperatively with different personalities and individuals of diverse background and opinions
- Must have necessary mechanical skills, good interpersonal communication skills, the ability to organize and prioritize time, ability to supervise others, and the ability to maintain confidentiality
- Ability to use power tools
- Ability to perform basic electrical assignments
- Ability to perform basic plumbing assignments
- Ability to operate and use a scissor lift and fork lift
- Ability to safely lift up to 50 lbs
- Ability to perform basic HVAC maintenance

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE