

**DIOCESE OF SACRAMENTO
JOB DESCRIPTION**

PARISH: St. Anthony - Winters

POSITION: Maintenance Person

CLASSIFICATION: Full Time, Non Exempt

SUPERVISOR: This position reports to the Operations Manager

JOB SUMMARY

Provides custodial services to the facilities and grounds of St. Anthony Parish to ensure a clean and safe environment.

ESSENTIAL FUNCTIONS

1. Maintains cleanliness of site.
 - Working from a prepared schedule, sweep, scrub, wax or polish concrete, linoleum, tile and wood floors and vacuum rugs and carpets in the Church, the Parish Hall and the Parish Office.
 - Cleans and dusts walls, furniture, woodwork, and other equipment.
 - Empties and cleans waste containers
 - Moves or rearranges chairs tables in the hall for events.
 - Replaces busted electrical bulbs
 - Makes minor repairs and adjustments of the furnitures as needed.
 - Maintain equipment used in the course of work.
 - Cleans bathrooms, and ensures that supplies for the bathroom are always provided.
 - Cuts and trims grass and shrubs as needed.
 - Performs other duties as required.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: No experience required.

Skills / Knowledge:

Working knowledge of modern cleaning methods; understands use and care of cleaning materials and equipment. The ability to perform heavy physical labor with the exposure to climate and temperatures changes. Has the ability to work cooperatively with others and follow oral and written directions; ability to follow a work schedule. Must have the ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Serve in a manner consistent with the mission of the Catholic Church and School.

EMPLOYEE SIGNATURE
SIGNATURE DATE

DATE

SUPERVISOR