

## **Diocese of Sacramento Job Description**

**Parish:** Good Shepherd

**Position Status:** Part time

**Position:** Maintenance Worker

**Schedule:** Fri-Sun 6pm-12am

**Category:** Non-Exempt

**Supervisor:** Facilities Manager/Business Manager

**Salary range:** \$16.22-\$20.31

**Job Summary:** This position is responsible for opening and closing the designated areas of the parish for events. In addition, this position is responsible for providing routine cleaning and maintenance of the parish and its grounds. It is the objective of the Maintenance Worker to ensure the facility is a clean and safe environment.

### **Essential Functions:**

1. Keep all buildings in a clean and sanitary condition.
2. Open designated areas of the parish to perform the walk-through for events and assist with set up as necessary.
3. Required to ensure that events are in compliance with noise ordinances and any other city requirements. Ensure events are following all parish guidelines.
4. Walk-through after events and check out tenants. Assist with take down and clean the parish center as required..
5. Perform routine cleaning and maintenance of parish facilities.
6. Contact facilities manager for any major repairs.
7. Assist CFF with setting up and taking down for all events.
8. Perform other duties as assigned.

### **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 temperature changes. 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. Must be willing to slightly adjust work hours to coincide with events. Must be able to pass a background check. Some overtime may be required.

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**Employee Signature**

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**Date**

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**Supervisor signature**

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**Date**