

Diocese of Sacramento JOB DESCRIPTION

PARISH: Saint Maria Goretti

POSITION STATUS: Part Time

POSITION: Maintenance Assistant

SCHEDULE: 10-15 hours/week

CATEGORY: Non-Exempt

SALARY: \$20/HOUR

SUPERVISOR: Maintenance Manager and Business Manager

Job Summary: This position is responsible for assisting the maintenance manager with day-to-day duties including setting up, opening and closing designated areas of the parish for meetings and events. Provide routine cleaning of the parish center, and the maintenance of the parish center, rectory, and its grounds. Assist the Maintenance Manager and Business Manager to ensure a clean, safe and efficient property site.

Essential Functions:

1. Keep all buildings in clean and sanitary condition.
2. Perform routine light building maintenance of Parish Center
 - Church furniture, doors, partitions
 - Cut and trim grass in areas not provided by landscaper
 - Perform various duties as needed
3. Open designated areas of the parish to perform the walk-through for events.
4. Required to return to parish to ensure the event is following all parish guidelines.
5. Walk through after events and check out tenants.
6. Perform routine cleaning and maintenance of parish.
7. Set-up/Take Down, and Open/Close Parish Center meeting rooms: chairs, tables, partitions, and equipment.
8. 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 heavy 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

