



POSITION DESCRIPTION – MAINTENANCE STAFF

I. IDENTIFYING INFORMATION

Status: Full-time Part-time
 10 Month 12 Month
 Exempt Non-exempt Volunteer

Reports to: Maintenance Supervisor

II. PRIMARY FUNCTION OF THIS POSITION

To provide cleaning and light maintenance for the parish buildings and grounds

III. POSITION CONTENT

A. Major Position Responsibilities and Regular Activities

1. Assures the church and other parish buildings are maintained in a clean and safe manner
 - a. Trash removal
 - b. Mopping/polishing/vacuuming floors, shampooing carpets and upholstery, refinishing floors
 - c. Cleaning bathrooms and kitchen
 - d. Washing windows, walls
 - e. Dusting
 - f. Light maintenance as required
(1)helps to provide adequate maintenance and preventive maintenance on equipment and buildings as directed
2. Assures the parish grounds are maintained in a clean and safe manner
 - a. Mowing, pruning, etc. as needed
 - b. Snow removal as needed

B. Other Duties: As assigned.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills, Knowledge and/or Abilities

1. Able to lift 50 pounds
2. Able to follow directions
3. Able to honor and maintain confidentiality
4. Able to provide own transportation for job-related responsibilities
5. Able to wear a backpack vacuum weighing 20 pounds for long periods of time
6. Able to operate/learn to operate janitorial machinery

B. Education, Training and/or Experience

1. Previous maintenance/janitorial experience preferred

V. WORKING ENVIRONMENT

This position generally works regular weekday hours, with occasional evening and/or weekend/holiday work possible. Excessive manual labor with exposure to inclement weather conditions expected.