POSITION TITLE: MAINTENANCE / JANITOR

Opening Date: February 8, 2018

Location of Job: St. Anthony Church

Location Address: 3700 SE 79th Avenue, Portland, Oregon 97206

Position: Part Time (10-12 hours/week)

Position Summary: The work of the janitor includes cleaning, repairing, and other maintenance functions to keep systems functioning. The area under the care of the maintenance/janitor person includes the church and its surrounding area, the parish hall, the rectory and its property, the exterior of the childcare building and the surrounding areas.

Job Duties:

- Clean floors, different kinds of surfaces (wax tile floors and shampoo rugs once a year)
- Clean tables, chairs, walls
- Sweep, wash, mop, dust, wax, shampoo
- Clean bathrooms, including toilets, sinks, walls
- Maintain and order supplies (paper towels, soap, seat covers, toilet paper)
- Clean windows inside and out (twice a year)
- Yearly, and especially during the flu/cold season, clean anything that is commonly touched, like door handles, light switches, handles for flushing toilets and drinking fountain handles
- Recycle paper, glass, and plastic
• Become familiar with the heating and cooling systems and change/clean filters as needed
• Adjust various clocks and timers
• Change batteries and light bulbs as needed
• Clean gutters, shovel snow, attend to landscaping needs (pruning, weeding, and litter pick up)
• Painting, carpentry, plumbing, electrical maintenance, weather-stripping
• Become familiar with manuals and building plans
• Assess the need for an outside contractor for cleaning or repair
• Other related work at the discretion of the pastor.

Please send resume to Rev. Patrick Donoghue at pdonoghue@archdpdx.org.