
SAINT MICHAEL PARISH



Date: May 5, 2021

Position: Maintenance

Parish: Saint Michael

Deadline: Until filled


Status: Full-time (40 hours/week)

Practicing Catholic: Preferred

Position Summary: Saint Michael School in Worthington is seeking for a qualified individual to serve as Maintenance for both the Parish and the School. Under the direct supervision of the Campus Facility and Safety Director, this position oversees the routine and preventative maintenance of equipment and interior and exterior structure of building; performs mechanical duties, and other duties as assigned. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the parish/school. The role provides custodial assistance and support to this function.

Job Responsibilities: The individual applying for this position would be responsibilities for the following duties:

- Perform minor plumbing, electrical repair, carpentry work and painting.
- Repair doors, door locks and installs interior features as blinds, etc.
- Inspect boilers on daily basis during winter months. Notifies Director about issues that require outsourcing.
- Maintain all equipment and performs preventive maintenance, repairs broken parts as necessary and alerts Director about issues beyond routine maintenance.
- Trims trees and bushes as needed.
- Is responsible for maintenance of any tool belonging to the school.
- Assist Director with projects as needed.
- Clean and sanitize all school/parish restrooms at proper time intervals throughout the school day as well as sanitizing any locations on campus as and when needed.
- Sweep, mop, scrub, and vacuum floors when needed and using correct cleaning solutions, tools, and equipment to do so.
- Gather and empties trash and recycling as needed.
- Keep Inventory of supplies and keep all supply cabinets and rooms stocked.
- Assist in campus buildings security, locking and unlocking.
- Assist with equipment moves and meeting set-ups as needed for special events etc.
- Must be able to lift 50 lbs.
- Clean and maintain other building facilities as needed.
- Clean walkways and parking lots.
- Reasonable verbal communication skills and personality to properly interface with parishioners, staff, visitors, and vendors.



Education: High School diploma or GED is required; mechanical training and certification is preferred.

Experience: A minimum of two years prior experience is required.

Job Related Skills: An understanding of communications and the Catholic perspective; the ability to serve others, strong basic knowledge in all mechanical areas.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language skills: Ability to read and comprehend equipment manuals and instructions, write short correspondence, and memos. Ability to effectively communicate to customers, vendors, and other parish and school employees.

Job Compensation, Benefits & Requirements: Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program.

Compensation is commensurate with experience and ability. We offer a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Benefits are according to Diocesan policy.

Submission should include cover letter, resume, and references via email to Dominic Prunte, Diocesan HR Director, at dprunte@columbuscatholic.org.