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# SAINT CATHARINE OF SIENA CHURCH & SCHOOL

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## Employment Opportunity

**Date:** August 5, 2021  
**Office:** Church/School  
**Position:** Maintenance

**Deadline:** Until filled  
**Status:** part-time position  
**Practicing Catholic:** Preferred

**Position Summary:** Saint Catharine Church and School, located at 500 S. Gould Rd Columbus, Ohio 43209, is accepting resumes for a part-time Maintenance position. The Maintenance position will report to the Facilities Manager and provides light cleaning, basic mechanical skills and can lift up to 80lbs. The position is expected to use personal judgment in carrying out routine duties and responsibilities at the Parish and School.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the policy and procedures manual.

### Requirements:

- High School Diploma or equivalent is required
- Must possess necessary janitorial skills and the ability to perform outlined task with minimum supervision.
- Be self-motivated and have some general knowledge of janitorial supplies and their applications.
- Must be courteous at all times and flexible to adapt to changing needs.
- Must obtain a new or recent satisfactory FBI and BCI background checks
- Must participate in a VIRTUS Protecting God's Children training safe environment seminar

### Qualifications for the position:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course. Compensation is commensurate with candidate's experience. Part time benefits are according to Diocesan policy.

Please contact Beth Sisson by e-mailing your resume and letter of interest to [bsisson@stcatharine.com](mailto:bsisson@stcatharine.com). Your letter of interest should include a brief introduction, how your skills and experience are a good fit for this role and describe the reasons for wanting this position.

■ 500 S Gould Rd

■ Columbus· Ohio 43209