The maintenance crew member position exists to help the facilities manager complete tasks and projects at St Joseph and St Anthony Parishes. They will be a hands on member of the maintenance staff, responsible for keeping the work place safe, clean, and functioning properly for the various day cares.

I. Position Responsibilities and Regular Activities
   - Assist in the upkeep, maintenance, and cleanliness of the parish.
   - Empty trash
   - Clean bathrooms
   - Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner; keep janitor closets and supply rooms locked at all times
   - Inspect and clean walls for graffiti and markings, if needed
   - Perform light maintenance as directed
   - Participate and assist in plumbing, electrical, construction, and other maintenance tasks
   - Perform scheduled weekly, monthly, semiannual, or annual janitorial duties such as floor waxing, painting, window washing, carpet cleaning, etc., in accordance with maintenance and cleaning schedule
   - Various Landscaping tasks such as, lawn care, weeding, trimming, leaf clean up, watering plants
   - Perform housekeeping tasks such as restrooms and kitchen cleaning
   - Perform any reasonable request by a staff member
   - All other duties as directed by direct reports

II. Position Specifications / Requirements
   A. Skills, Knowledge and Abilities
      - Must possess physical ability to perform custodial and maintenance skills
      - Must have the ability to perform outlined tasks with minimum supervision
      - Assist staff in moving and storing furniture and equipment.
      - Must have some general knowledge or willingness to learn about janitorial supplies and their applications
      - Must be able to lift and move heavy objects
      - Must have the ability to perform outlined tasks in required time
      - Must be able have general capability with smartphone and computer
      - Must be able to drive in between locations
   
   B. Experience in these areas wanted but not required:
      - Plumbing
      - Electrical
      - HVAC
      - Construction
      - Lawn care
      - Small Engine Repair

III. Working Environment
   - Exposure to climate changes and temperatures
   - Standing and working for long periods
   - Operate a variety of machinery and equipment
   - Must be able to lift 50 lbs. alone.

   - Must be able to pass a Criminal background check and attend Safe Environment Training
   - Flexible Schedule Monday thru Friday between the hours of 7am-6pm

Email resume to: gcopping@arch-no.org by February 4, 2020

Job Type: Part-time
Salary: $9/hour (20 hours per week)