JOB DESCRIPTION

TITLE: Assistant Custodial Technician
REPORTS TO: Director of Operations, Procurator
LOCATION: Oakland, CA – St. Albert the Great Priory

Description: St. Albert the Great Priory is the House of Studies and residence for approximately 50 friars. The Assistant Custodial Technician is a part-time or full-time position that is responsible for the care and maintenance of St. Albert’s Priory, and is required to perform duties relating to regular cleaning and maintenance. St. Albert’s is a large property with a small staff; the Assistant Custodial Technician must be willing to help where needed, and must be a self-starter with a strong desire to learn.

Primary Duties & Responsibilities:
Assistant Custodial Technician tasks may include, but are not limited to:
- Cleaning bathrooms.
- Cleaning bedrooms as needed.
- Sweeping and mopping.
- Deep cleaning of floors and carpets using stripping/buffing equipment or carpet extractor.
- Routine system checks to be sure all hallways and public areas are clean and tidy.
- Gathering and removing litter and debris.
- Mowing lawns, weeding, and doing other basic landscape tasks.
- Setup and breakdown for special events.

Essential Qualifications:
1. High school diploma or equivalent.
2. Ability to lift 50lbs.
3. Ability to climb stairs repeatedly throughout the day.
4. Ability to operate basic hand and power tools.
5. Ability to problem solve, using common sense, google, and available resources.
6. Ability to communicate effectively in writing, by phone, or in person with cheerfulness, grace, and professionalism.
7. Exceptional organizational skills, creativity, and attention to detail.
8. Ability to work collaboratively and effectively in groups, or be a focused, independent worker.

Other Desired Qualifications:
1. Familiarity with the Order of Preachers, specifically the Western Dominican Province.

Submit resume and cover letter to operationssap@opwest.org Attn: Meghan Notti