

Pax Christi Catholic Church

Evening Maintenance Staff

Office:	Maintenance	Location:	Pax Christi Catholic Church
FLSA:	Non Exempt	Reports To:	Dir of Maintenance
Benefit Eligible	No	Date Prepared:	July 2019
Work Schedule:	Part-time, hourly, up to 16 hours/week	Date Revised:	N/A

JOB SUMMARY

Assist Director of Maintenance, as needed, with preparing and maintaining facility, order, and sanitary cleanliness of Pax Christi.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Cleaning
 - a. Follow schedule provided by the Director of Maintenance
 - b. Tasks include sanitizing, vacuuming, dusting, sweeping, etc
2. Maintaining Order
 - a. Return items to original location
 - b. Restock supplies
3. Set up tables, chairs as outlined by the Director of Maintenance and the official calendar
4. Assist Director of Maintenance as needed

Other Required Knowledge, Skills and Abilities

- Able to respond to and change directions
- Contribute to a positive working environment through words and actions, and maintain a positive and professional demeanor

Physical Requirements

- Ability to perform duties as outlined
- Ability to lift 50lbs

ACKNOWLEDGEMENT

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will change. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Pax Christi Catholic Church is an "At Will" employer. The job description does not constitute a written or implied contract of employment.

Employee's Signature

Date