

JOB DESCRIPTION

St. Nicholas Catholic Church

POSITION TITLE:	Maintenance Assistant
JOB CLASSIFICATION:	Non-Exempt / Part-time (29 hours per week)
REPORTS TO:	Facilities Manager
SCHEDULE:	Flexible; available on weekdays and weekends
PAY RANGE:	\$ 18 to \$ 20 per hour
	Based on experience, education and qualifications.

Summary:

The position involves assisting with general maintenance and janitorial duties for facilities and grounds, ensuring a clean, safe, and well-functioning campus for all occupants and visitors. The role also includes setting up for various group meetings/events, and taking down afterwards. The Maintenance Assistant reports to and receives direction from the Facilities Manager.

Responsibilities:

- Conduct general building maintenance, including vacuuming, dusting, and cleaning floors.
- Clean and maintain restrooms.
- Remove trash from the buildings and parish grounds.
- Perform minor equipment repairs.
- Assist in landscape maintenance.
- Replace filters.
- Interact with others in a Christ-like manner.
- Perform other work-related tasks as needed.

Qualifications:

- A high school diploma or GED is preferred.
- Vocational training or certification in maintenance-related fields is a plus.
- Familiarity with safety protocols and procedures is also important.
- A valid driver's license.
- The ability to work independently and as part of a team.
- Attention to detail.

Experience:

- Some experience with janitorial and maintenance duties, such as basic plumbing, carpentry, and electrical repairs, is preferred.
- Basic knowledge of maintenance and repair techniques.
- Experience with safely operating hand and power tools.

Physical Requirements/Work Environment:

- Involves a combination of indoor and outdoor settings.
- Will perform tasks that require physical activity, such as lifting and carrying equipment, bending, standing for long periods, and working in different weather conditions.
- May also require working overtime, weekends, and holidays to meet deadlines.