



Maintenance Helper

Position Description:

Title: MAINTENANCE HELPER

I. Identifying Information

Status ___ Full-time ___ Part-time
 ___ 10 month ___ 12 month
 ___ Exempt X Non-Exempt ___ Volunteer

Reports to: MAINTENANCE SUPERVISOR, BUSINESS MANAGER, PASTOR

I. POSITION PURPOSE

- The purpose of this position is to assist with cleaning and casual labor duties for the parish or school buildings and grounds.

II. JOB RESPONSIBILITIES

1. Cleans church and other parish or school buildings. Mops and vacuums floors, cleans bathrooms, washes windows and performs other cleaning activities as directed.
2. Maintains grounds: mows, waters and edges lawns; performs snow removal with hand shovels, blows walkways, weeds, prunes and rakes as directed on a seasonal basis.
3. Provides other general assistance as needed through setting up the tables and chairs in the facilities as requested, hauling and moving items and picking up parts or other equipment as requested by staff.
4. Collects and disposes of trash and garbage.
5. Reports cleaning and grounds maintenance inventory needs to supervisor.

III. NECESSARY QUALIFICATIONS

1. Ability to lift 50 pounds.
2. Able to honor and maintain confidentiality.
3. Ability to provide own transportation for job-related responsibilities.

IV. PHYSICAL DEMANDS/WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs/ladders; balance; stoop, kneel, crouch, or crawl; taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate and is occasionally loud. While performing the duties of this job, the employee is exposed to weather conditions prevailing at the time.

V. WORKING SITUATIONS

Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc may also be required.

Employee's Acknowledgment and Acceptance:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee's Signature

Date