

**St. Francis of Assisi Parish/St. Francis de Sales Parish**  
**Job Description**

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**NAME:**

**DATE:** January 2024

**TITLE:** Maintenance/Cleaning Specialists

**DEPARTMENT/OFFICE:** St. Francis of Assisi/St. Francis de Sales Parishes

**SUPERVISOR:** Pastor

**STATUS:** Part-Time, Non-Exempt, Hourly (up to 15 hours per week – St. Francis of Assisi)  
Part-Time, Non-Exempt, Hourly (up to 15 hours per week-St. Francis de Sales)

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**I. GENERAL DESCRIPTION**

This position requires a reliable, skilled maintenance/cleaning person to be part of a team performing essential upkeep tasks throughout. The part time position requires working at two different parishes (St. Francis of Assisi and St. Francis De Sales Parishes) with work hours up to and not to exceed 15 hours per parish per week without previous approval. The person in this position is responsible for a wide variety of activities such as repairs and cleaning to ensure that the facilities are both clean and functional. Being reliable and self-motivated with a keen eye for detail is essential. Manual dexterity and physical stamina are necessary for this work.

**II. DUTIES AND RESPONSIBILITIES**

- Observes mechanical devices (pumps, engines, motors) in operation and listens to their sounds to locate causes of trouble
- Keeps record cards for equipment showing type, model number, date of installation and extent of servicing. Keeps track of tools, keys, door locks
- Performs a variety of duties in and around buildings and grounds of the parish. Checks exterior lighting, and makes written reports of incidences. Provides routine maintenance for all aspects of church buildings including changing of filters, boiler upkeep, lights, etc.
- Monitors buildings and grounds to prevent fire, theft, vandalism and illegal entry.
- Periodically tours buildings and grounds, examining doors, windows and gates to determine that they are secure and not tampered with. Checks and reports any unusual conditions or malfunctioning of heating, plumbing, or electrical systems.
- Cleaning of church buildings weekly and as required. Keep offices and bathrooms clean daily and/or as required.
- Keep buildings running in a cost-efficient manner and keep buildings and grounds

looking good, including cleaning of windows, shrubbery, landscape areas, etc

- Work with Priests and parish staff to assure all events are set up for and cleaned up after as required.

### **III. COLLABORATIVE RELATIONSHIPS**

- The maintenance/cleaning specialist is directly accountable to and evaluated by the pastor.
- Ability to maintain collaborative relationships with parish staff and visitors.

### **IV. WORKING CONDITIONS**

- Work is heavy, involving lifting and carrying objects weighing up to 100 pounds.
- Climbs, balances, stoops, kneels and crouches to make repairs of installation.
- Reaches for and handles tools and equipment parts.
- Stands, walks and climbs stairs while on tour of duty.
- Talking and hearing for making reports and listening for machinery malfunction.
- Field of vision to detect unauthorized persons, malfunctioning equipment or fire.
- Works inside and outside.
- Subject to noise from machinery and electrical shock or burns from heated equipment.

### **V. MACHINES, TOOLS, EQUIPMENT AND WORK AIDS**

Fans, pumps, motors, compressors, refrigeration units, specifications, hand and power tools, flashlight, shovel, rake, lawn mower, switches, plugs, and wiring.

### **VI. QUALIFICATIONS**

- High school graduation with shop courses.
- Ability to read, write and follow oral or written instructions.
- All around handy person (electrical, plumbing, carpentry, etc.)
- Must be able to keep busy without supervision.
- Must have a valid driver's license.
- Regular, reliable attendance is required.

**VII. ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment Training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check as well as pre-employment drug screen and physical.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_