

Prince of Peace Parish Job Description

NAME:

TITLE: Maintenance Person/Food Service Leader

SUPERVISOR: Pastor/Director of Parish Life

STATUS: Full Time, Hourly, non-exempt

DATE: October 2019

I. GENERAL DESCRIPTION

This position requires a reliable, skilled maintenance person to be part of a team performing essential upkeep tasks throughout our three campuses. 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 in the job. Manual dexterity and physical stamina are necessary for this work.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Strong organizational skills and ability to handle multiple tasks with interruptions
- Ability to operate hand-held tools and equipment, including, but not limited to a shovel, pick, rake, lawn mower, weed trimmer, leaf blower, and chain saw
- Ability to operate machinery in a safe manner
- Ability to read and execute memos and directives from supervisor and/or management
- Ability to communicate effectively with co-workers, contractors, and parishioners
- Ability to lift heavy objects up to 80 pounds
- Ability to work in various adverse weather conditions
- Ability to understand safety and security issues and implications
- Mechanical aptitude
- Ability to maintain parish equipment in working order (lawn mower, truck, etc.)
- Opening and locking of buildings when needed
- Physical cleaning of church buildings at all three campuses
- Up-keep of the parish grounds (mowing, shrub trimming, painting, etc.)
- Inform Business Manager of supply needs
- Assist with set-up and take down of parish special events
- Assist with any other maintenance needs
- Keep pastor up-to-date on Parish needs
- On-call for emergencies
- Willingness to read, understand, and follow rules set forth by the Diocese of Saginaw and the Michigan Catholic Conference.

III. SPECIFIC DUTIES AND RESPONSIBILITIES

- Responsible for regular inspections of buildings and grounds
 - Water leaks – daily
 - Electrical issues – daily
 - Furnace/Boiler issues – daily when in use
 - Non-functioning lighting – daily
 - Check for vandalism – daily
 - Asbestos pipe covering, keep dates recorded in asbestos folder – quarterly
 - Schedule boiler inspection and start up by licensed contractor – yearly
- St. Valentine Cemetery
 - Assist sexton with the physical preparation of the gravesite when there is a burial
 - Clean debris from the grounds as needed, including grave blankets, fallen branches, leaves, etc.
 - Level and seed new graves in cemetery
 - Mark rows in cemetery before winter
- Project Management
 - Develop, with the assistance of Pastor and Business Manager, projects requiring analysis, along with alternatives and recommendations. Maintain the list for Building and Grounds Committee, categorized by required, recommended, and completed
 - Recommend annual maintenance contracts for items such as snow removal
 - Contact and schedule repairs when an outside company must be brought in. All boiler repairs must be done by a licensed, insured contractor.
 - Schedule service for fire extinguishers and Ansol system on a regular schedule. This includes all buildings including rectories.
- Food Service Leader, Preferred but not Required
 - Leading the preparation, serving, and clean-up of food and beverages
 - Prior experience with food preparation
 - Monitor the dishwashing operation
 - Maintain a clean and safe work environment
 - Coordinate the set-up of events
 - Follow all state health codes and be ServSafe certified or have the ability to become certified upon employment
 - Purchasing, storage, and inventory of supplies used in Food Service
 - Controlling time and temperature of food
 - Preventing cross-contamination
 - Cleaning and sanitizing food service area
 - Practicing personal hygiene
 - Be on-site for all food related activities including annual Lenten Fish Fry
 - Ability to work well with volunteer parishioners, parish groups, other organizations
 - Willingness to shop for food required for funeral lunches and other parish events
 - Monitor equipment, area, pest control
 - Contact the proper company when repairs are needed
 - Cleaning and maintaining kitchen equipment
 - Test all equipment prior to events
 - Maintenance of Food Service logs
 - Temperature
 - Inventory
 - Delivery

IV. WORKING CONDITIONS

- While performing the duties of this job, the employee is required to stand, walk, climb stairs and ladders, talk, sit, hear, and use repetitive motions of the hands/wrists and feet.
- The employee may be required to lift up to 80 pounds
- Some evenings and weekends may be required

V. QUALIFICATIONS & SKILLS

- Ability to deal pleasantly and effectively with people, both over the phone and in person
- Flexible, punctual, reliable, resourceful, and efficient
- Self-starter and team orientated
- Ability to maintain confidentiality
- Complete all training and background checks as required by the Diocese of Saginaw standards for contact with youth
- Complete ServSafe certification within 30 days of hire
- Must possess a valid state driver’s license with acceptable driving record

VI. EDUCATION AND EXPERIENCE

- High School equivalency required
- 2+ years of experience in maintenance or related field

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.

SIGNATURES

- *Supervisor’s to indicate assignment of duties, line of supervision*
- *Employee’s, after hire, to indicate acceptance of duties and supervision*

Employee: _____ Date: _____

Supervisor: _____ Date: _____