

Resurrection of the Lord Parish, Standish Position Description

NAME:

DATE:

JOB TITLE: Maintenance and Custodian

SUPERVISOR: Pastor

STATUS: Full time, Hourly, Non Exempt

I. GENERAL DESCRIPTION

This position maintains the appearances of parish buildings and grounds including the cemetery and rectory. Ensures they are in good repair and in working order. Maintains the heating and cooling operations, the electrical and lighting operations and the water and plumbing operations.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the cleanliness of all buildings, especially the bathrooms and ordering supplies when needed.
- Performing minor structural repair as needed
- Works with the Pastoral and Finance Councils to alert them to possible repair projects that may need to be done.
- Turns in bills and receipts as appropriate to the parish bookkeeper
- Approval of the pastor required for any expense outside of normal maintenance over \$200.
- Assists and coordinates appropriate volunteer work projects, i.e. landscaping or painting.
- Keeps in contact with office staff in case an emergency arises.
- Overseeing the work of contractors on occasion, especially those who mow lawns and plow snow.
- Maintains a good relationship with parish vendors.
- Checks buildings daily and keeps a log of those check-ins.
- Practices safety at all times.
- Travel between the two campuses of the parish will be necessary.

III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Immediate supervisor is the pastor.
- Works collaboratively with parish employees and parishioners.
- Works cooperatively with parish vendors.

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.

- Uses repetitive motion of the hands/wrist and feet.
- 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.
- Subject to noise from machinery and electrical shock or burns from heated equipment.
- Typically, works during day time hours.
- Includes both inside and outside work
- Some evening and weekend work may be necessary.
- Travel between the two campuses of the parish will be necessary.

V. QUALIFICATIONS & SKILLS

- Requires good maintenance and good computer skills.
- Needs physical stamina
- High school diploma or equivalent preferred
- Requires a good knowledge of mechanical, electrical and plumbing repair
- Regular, reliable attendance required.
- A valid Michigan Driver’s license is required for this job
- 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, pre-employment physical and drug screening

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.

Signature of Employee

Date

Signature of Supervisor

Date