

**Holy Family Catholic Church  
Maintenance/Janitorial Position  
Part Time – 20-25 hours per week**

**Job Description**

Under the supervision of the Pastor, perform maintenance, semi-skilled work, manual labor, and day-to-day maintenance of the physical plant. Duties include but are not limited to the following:

**Light Maintenance** – requires knowledge of general repair techniques and ability to use related tools and ability to lift fifty pounds, bend, climb ladders and tolerate exposure to climate.

- Maintain exterior grounds including sweep/blow off/vac entrances, walks, driveways and lots, wash windows, pick up trash and empty trash cans, snow removal, and other clean-up caused by weather or accident.
- Perform minor electrical work not requiring a licensed electrician such as replacing light bulbs and/or fixtures.
- Set up and take down facilities for parish events.
- Correct and/or report to Supervisor any unsafe conditions or maintenance needs.

**Janitorial** – requires general knowledge of janitorial supplies and their application following established safety guidelines.

- Clean Church entry, parish offices, and Parish Center, checking daily.
- Clean and sanitize bathrooms, empty trash from all rooms and storage areas.
- Create schedule and perform thorough seasonal cleanings of church, parish office, and Saffin Center.
- Perform all emergency cleaning to ensure facilities are clean and safe.

**Other:**

- Report immediately to the Supervisor any unauthorized person(s) in a building or on property.
- Advise Supervisor of any duties that cannot be completed in a timely manner.
- Perform any other duties as directed by the Supervisor.

Time off or additional hours must be approved prior to working. Hours may vary based on availability of maintenance staff and parish needs. May occasionally involve weekend hours or returning to the facility after regular business hours.

Reports to: Pastor  
Hours per week: 20 to 25