

CUSTODIAL & MAINTENANCE WORKER

POSITION SUMMARY

Responsible for the maintenance, cleanliness, and repair of St. Charles church and parish buildings in Greenville MI. Performs a variety of facility and equipment maintenance duties. Performs various routine repairs including basic carpentry, electrical and plumbing. Works within a budget, including ordering supplies and equipment.

- Starting Date October 1, 2021
- Terms Full-time 40 hours per week with benefits, schedule varies based on activities and events
- Salary Range Commensurate with Job related Experience and MCC's operating budget

Reports to: Pastor or his designee **Classification:** Non-Exempt (Regular Full-time)

BENEFITS

- Pension
- Health insurance available
- Vision and Dental available
- 401k Plan available

MAJOR DUTIES & RESPONSIBILITIES

Custodial Duties

- Repairs and adjustments to doors, windows tables, chairs, and similar equipment and furnishings.
- Inspects and cleans walls for graffiti and markings.
- Provides requested room set-ups for meetings according to parish needs.
- Empties trashcans, vacuums all floors, cleans doors and windows in parish office, hall and church.
- Dusts all furniture in public areas, mops kitchen, activity building, bathrooms and front office entrance floors, cleans bathrooms and windowsills in public areas in parish office.
- Performs monthly, semiannual, or annual custodial duties and projects as directed by the Pastor or his designee.

Maintenance Duties

- Responsible for a variety of basic repair to buildings including, but not limited to electrical fixtures and switches.
- Basic repair of electrical appliances, valves, gas stoves, hot water heaters, sinks, commodes, hand basins, kitchen appliances, heating and cooling systems, sewer lines, irrigation sprinklers.
- Painting and caulking as needed.
- Moving and transporting furniture, books and misc. items from buildings.
- Be responsible for all tools and other equipment.

Safety & Security Duties

- Carries out established security procedures.

- Complies with all state and federal regulations regarding the use of personal protection equipment.
- Responsible for maintaining a current list of material safety data sheets as well as an up-to-date posting of all MSDS's.
- Secures and stores all cleaning supplies and equipment after completion of cleaning.
- Maintains all cleaning equipment in a safe and working order.

PLANNING AND RECORD KEEPING DUTIES

- In collaboration with Business Administrator, monitors and oversees contracted services for grounds keeping, pest control, fire maintenance inspections, custodial and other maintenance-related service.
- Plan and schedule routine and preventative equipment and appliance maintenance according to warranty/manufacture specifications and safety considerations.
- In collaboration with Business Administrator, maintains file system for all contracts, blue prints, equipment warranties and service manuals.
- Maintains daily maintenance logs and snow ice removal logs.

POSITION QUALIFICATIONS

- High school diploma or G.E.D.
- Must possess necessary janitorial skills and knowledge.
- Familiarity with cleaning/janitorial equipment and supplies and their safe use and storage.
- Previous maintenance experience including ability to perform minor electrical, plumbing/heating and carpentry work as well as outdoor and indoor painting.
- Move, load and unload equipment and supplies weighing over 35 pounds and heavier.
- Knowledge of OSHA and MI-OSHA requirements.
- On call availability for emergencies.
- Ability to understand a variety of technical subjects relating to maintenance.
- Ability to communicate effectively and work with a variety of constituents.
- Ability to maintain confidentiality of all office records which may be accessible in individual offices.
- Ability to work independently without direct supervision.

CERTIFICATES, CLEARANCES, LICENSES

Criminal background check, TB Clearance, Valid Driver's License, Virtus Training (Youth Protection Training).