

Janitor/Maintenance

OFFICE OF FACILITY SERVICES

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Our Mission is to provide quality service in an efficient and professional manner to ensure building safety and comfort.

Examples Of Essential Job Functions:

1. Responsible for cleaning and maintaining cleanliness throughout the Diocesan Pastoral Center daily, including performing minor repairs.
2. Vacuum, sweep, mop, dust and remove trash from all offices and areas throughout the facility.
3. Clean surfaces, disinfect and sanitize daily conference rooms, employee lounge, and restrooms; stock and maintain supplies. Shampoo carpet and empty recycling bins as necessary.
4. Assist with meeting and special event set ups.
5. Assist with DPC interior and exterior inspections ensuring the facility is maintained in excellent working condition and appearance is well kept. Notify Office Director of any deficiencies or repair needs.
6. Assist with office/furniture moves at the DPC and Rezek Center.
7. Follow all health and safety rules and regulations.
8. Attend meetings and other office events as required.
9. Other duties as assigned.

Qualification Guidelines:

1. High School diploma or equivalence.
2. Must have knowledge and sufficient experience in performing cleaning and basic maintenance duties.
3. Be able to complete tasks in a timely manner and with minimal supervision and have ability to work well with others.
4. Must be able to read and understand instructions for safe and correct use of small tools and cleaning chemicals and be able to work safely with a variety of cleaning supplies. Must have familiarity with *Material Safety Data Sheets*.
5. Must be able to work flexible schedule, evenings, and weekends, as needed and respond to emergency building alarms.
6. Must have physical ability to move furniture, file cabinets, etc. as necessary.
7. Must have basic computer skills for recordkeeping, reports, and other communications.
8. Must have ability to effectively interact in a professional and pastoral manner and able to work in a diverse, multi-cultural environment, as well as ability to manage time efficiently.
9. Must comply with all applicable Organization, security and safety policies and procedures.
10. Must have a valid driver's license and reliable transportation for local travel as needed.
11. Other duties as assigned.

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 50+ pounds, and stooping, standing, sitting, lifting, and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume with salary requirements to:

Attention: David Acosta
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.