

Maintenance Person
Our Lady of the Rosary Cathedral, San Bernardino
\$16.00 — \$17.00 / 35 Hours per Week

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.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Maintain parish buildings, offices and equipment in good condition.
- Helps maintain the cleanliness of the parish campus.
- Helps care for outside trash bins throughout and ensures a litter-free, well-kept appearance of the entire complex.
- Sets up rooms for meeting and parish events.
- Assists with landscape maintenance.
- Conduct safety inspections and reports needed maintenance/repairs, emergencies, and concerns.
- Movement and transfers of heavy objects and boxes.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Bilingual skills preferred, but not required.
- Knowledgeable in safe work procedures and practices and cleanliness standards for office, school and parish buildings.
- Basic skills in plumbing, carpentry, painting, electrical and mechanical.
- 1-year experience in the field of maintenance.
- Must be available to work a flexible schedule; possible weekend and holiday scheduling as needed.
- Basic computer skills including e-mail and internet access.
- Ability to interact professionally with all employees and people coming into the office.
- Ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, heavy lifting and carrying up to 40 lbs., 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 should send a resume to:

Very Rev. Alex Gamino, Rector
Our Lady of the Rosary Cathedral
265 West 25th Street
San Bernardino, CA 92405
agamino@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.