

**MAINTENANCE/ JANITORIAL
ST. FRANCIS OF ASSISI, LA QUINTA
HOURLY: \$17-\$22**

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bring 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.

POSITION SUMMARY

Responsible for the routine cleaning, janitorial upkeep, and basic maintenance of parish facilities, including church buildings and rectory areas. This role also supports parish operations by assisting with set-up and tear-down for liturgies, meetings, and special events, using authorized equipment and supplies.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

1. General routine cleaning and preventative maintenance of meeting rooms, offices, hall, and simple interior and exterior repairs. Includes floors, carpets, desks, windows and walls. Emptying trash, stock and maintaining supply rooms.
2. Upkeep of Church restrooms which includes cleaning urinals and toilets, washing windows and mirrors, floors, doors and vestibules. Restocking all dispensers.
3. Setting up, breaking down of furniture and equipment for special events.
4. Keeping parish property clean and emptying trash cans.
5. Provide support to the Maintenance Supervisor.
6. Other assigned tasks.

QUALIFICATION GUIDELINES:

1. High school or GED level education;
2. Must be able to read basic English on cleaning agent labels for safety purposes;
3. Ability to use cleaning tools such as vacuum cleaners, and floor polisher;
4. Knowledge of acceptable cleanliness standards for offices and parish buildings
5. Must be available to work a flexible schedule; possible weekend and holiday scheduling as needed;
6. High degree of accuracy and attention to detail;
7. Basic Skills in plumbing, carpentry, painting, electrical, and Mechanical;
8. Basic computer skills including e-mail and internet access;
9. Must have ability to interact professionally with all employees and people visiting the parish;
10. Must have 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 30 lbs., 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 send your cover letter and resume to:

Eileen Salazar, Human Resource Generalist

esalazar@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.