

Maintenance Worker
St. Catherine of Sienna, Rialto
Full Time / 40 hours per week. Pay Rate: \$19.50 per hour

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.

POSITION SUMMARY:

The Maintenance position is responsible for maintaining a clean, safe, and welcoming environment within the church's premises. This role involves performing various maintenance duties to ensure that all areas of the church: offices, classrooms, parish halls, restrooms, and common areas, are kept in clean condition. The maintenance position will also support the church's various functions by preparing spaces for events and ensuring that all facilities are properly maintained.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Sweep, mop, polish, and vacuum floors in all areas of the church, including hallways, offices, parish buildings, and the parish.
- Dust and wipe down surfaces, including pews, tables, chairs, and other furniture. (deep clean when needed or at a minimum every other month according to the schedule)
- Clean and sanitize restrooms, ensuring that all fixtures, mirrors, and surfaces are spotless.
- Empty trash and recycling bins replace liners, and ensure waste is disposed of properly.
- Clean windows, mirrors, and glass doors to ensure they are streak-free and clear.
- Arrange pews and chairs in an orderly manner before and after mass.
- Ensure that hymnals, lectionary, and other materials are neatly arranged and in good condition.
- Vacuum carpets and clean any spills or stains promptly.
- Monitor and restock supplies such as tissue, hand sanitizer, and other items as needed.
- Ensure that all storage areas are maintained, organized and always cleaned.
- Ensure that property inspections are completed and turned in.
- Ensure that the daily worksheet is turned in at the end of the workday.
- Dust and wipe down surfaces, clean windows as necessary, clean and stock restrooms.
- Vacuum carpets when necessary.
- Report any equipment/items in need of repairs to the office immediately.
- Re-fill office container as needed.
- Set up and arrange tables, chairs, and other equipment for church events, meetings, and gatherings.
- Assist with the cleanup after events, including removing trash, cleaning surfaces, and resetting rooms for regular use.
- Sweep and mop hall.
- Stripping and waxing of floors every four (4) months.
- Maintain supplies (mop, broom, paper towels, toilet paper) in the hall every day.
- Maintain the chairs as per set up featured in the hall directions posted on wall.
- Clean the restroom on Mondays and Wednesdays.
- Ensure restrooms are stocked with supplies.
- Ensure broom and mop are in appropriate closet in hall and in good repair.
- Clean kitchen of debris.
- Report on condition of the hall, kitchen, restrooms and any equipment issues to the Administrator/Pastor.
- Clean and disinfect toilets, sinks, and counters.
- Ensure that the disinfection of toilets, sinks and counters is completed after all masses
- Replenish all necessary items after each mass.
- Replenish toilet paper, paper towels, soap, and other restroom supplies.
- Ensure that restrooms are always clean, stocked, and ready for use.
- Perform minor maintenance tasks such as changing light bulbs, unclogging toilets, and reporting any necessary repairs to the Administrator/Pastor for Parish and Rectory.
- Fill out property self-inspection reports.
- Monitor and report any safety hazards or maintenance issues that need to be addressed.
- Keep janitorial closets and storage areas clean, organized, and well-stocked.
- Sweep and clean entryways, sidewalks, and outdoor gathering areas.
- Empty outdoor trash receptacles and ensure the exterior of the building is clean and presentable.
- Assist with seasonal tasks such as leaf raking, or gardening as needed in the Rectory.
- Clearing out weeds at the Rectory.
- Spray insecticides around all parish buildings (every three (3) months)
- Follow all safety procedures and guidelines while performing duties.

- Unlock gates, church property buildings as necessary, ensuring all areas are secure.
- Respond to emergency cleaning requests as needed.
- Assist with carrying heavy items as requested while following safety procedures.
- Provide friendly and courteous assistance to church staff, members, and visitors as needed.
- Must be flexible with schedule changes when necessary.
- Assist with special projects and deep cleaning tasks as assigned by the Administrator or Pastor.
- Perform other duties as assigned.

QUALIFICATION GUIDELINES:

- High school diploma or equivalent.
- Previous experience in maintenance, custodial or janitorial work, preferably in a church or similar setting.
- Knowledge of cleaning techniques, supplies, and equipment.
- Ability to work independently with minimal supervision.
- Strong attention to detail and a commitment to maintaining high standards of cleanliness.
- Physical ability to perform tasks that require bending, lifting, and standing for extended periods.
- Reliable, punctual, and trustworthy.
- Ability to work in a respectful and considerate manner within a church environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, and stooping, standing, sitting; lifting and carrying, pushing, pulling up to 50lbs.; 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 cover letter and resume to:

St. Catherine of Sienna, Rialto
339 N. Sycamore Ave., Rialto, CA 92376
Attention: Rev. Duy John Tran S.V.D.
Email: djohntran@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.