

Maintenance III

St. Christopher Catholic Church

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.

Founded in 1957, St. Christopher is a community animated by the Good News of Christ and is called to grow as a reconciling multicultural church.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Maintain parish, rectory and other parish off-site building in a well operating manner.
- Oversee and assist in maintaining cleanliness and safe operation of all buildings and offices on parish campus.
- Landscape maintenance, removes litter and trash.
- Clean fixtures, floors, windows and bathrooms.
- Set up rooms for meetings and special events.
- Cut grass and assist with landscape maintenance.
- Coordinate key control with Supervisors.
- Maintain SDS materials all locations.
- Development safety training for staff, volunteers and ministries.
- This position is 2pm - 10pm.
- Other duties as assigned

QUALIFICATION GUIDELINES:

- Familiarity with basic cleaning products and their appropriate use.
- Knowledge of acceptable cleanliness standards for offices and parish buildings.
- Familiarity with basic hand tools and yard tools.
- 5+ years' experience in facility maintenance, including plumbing, experience with electricity and minor facility repairs.
- Knowledge of installation, repair and maintenance of sprinkler system.
- Prior parish experience preferred.
- Must be able to read basic English on cleaning labels for safety purposes.
- Bilingual is preferred
- Must have ability to interact professionally with all employees and people coming into the office.
- Ability to work weekends.
- 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, and stooping, standing, sitting, 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.

Please send your cover letter, resume and salary requirements to:
St. Christopher Catholic Church
Attn: Linda Stonesifer
lstonesifer@sbdioocese.org
Fax to 951-247-6477