

Maintenance I

Christ The Good Shepherd Church
30 Hours a Week
\$18.00 an 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.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Maintain parish building, offices and equipment in a good condition.
- Maintain cleanliness of all buildings and offices on parish campus.
- Sweeps, dust, 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.
- May conduct safety inspections and prepare monthly report. May coordinate and negotiate with outside repair vendors
- 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.
- Ability to use cleaning tools such as vacuum cleaners.
- Familiarity with basic hand tools and yard tools.
- 1-year experience in janitorial or site maintenance.
- Must be able to read basic English on cleaning labels for safety purposes.
- 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 to:

Christ The Good Shepherd Church
Very Rev. Canice Nwizu
Very Rev. Canice Nwizu
Fax to (909) 783-4689

The Diocese of San Bernardino is an Equal Opportunity Employer.