

Job Description:

St. Elizabeth Ann Seton Parish
Milford, OH

I. IDENTIFYING INFORMATION

Position Title: MAINTENANCE WORKER
Status: Full time, Non-exempt, 12 months
Reports to: Maintenance Supervisor

II. PRIMARY FUNCTION OF THIS POSITION

Performs a variety of tasks related to building and grounds maintenance at the church, rectory, pavilion & school – Seton campus

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Performs housekeeping tasks that occur on a daily basis including:
 - Replacing light bulbs and fuses
 - Empty trash, dust, vacuum & mop classrooms daily
 - Cleaning restrooms, gym and cafeteria
- Performs maintenance tasks including:
 - Scrub, polish, buff and wax all school floors, cafeteria and gym
 - Minor plastering, masonry, carpentry, electrical repair
 - Plumbing repair, painting, and the like
 - Often performs grounds maintenance – such as mowing, trimming and weeding
 - May perform other tasks as directed
 - Attends safety seminars as requested
- All other duties described by the Maintenance Supervisor, Business Manager or Pastor

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- Relevant training on equipment necessary for job
- Ability to lift (up to 50 lbs.) and move heavy objects
- Frequently on ladders
- Frequently stooping, bending, reaching above head and crouching
- Standing for long periods
- Operates and maintains a variety of equipment and machinery
- In winter – shoveling snow
- Valid driver’s license

B. EDUCATION, TRAINING AND/OR EXPERIENCE

Requires four years of high school or equivalent, and prior maintenance or training preferred

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

None

VI. WORKING ENVIRONMENT

- Evening and weekend work will be required
- On call availability may be required
- Exposure to climate changes, uncomfortable temperatures and fumes
- Works with machinery and equipment requiring considerable caution
- Frequent lifting and standing

Employees of St. Elizabeth Ann Seton of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes public speech, demonstration or writing including the use of social media or other digital technologies.

I have read and understand the job duties and responsibility of this position

Employee signature

Date