



Saint Jude Parish ✠ Saint Patrick Parish  
Our Lady of Lourdes Parish

**Position:** Maintenance Technician & Custodian

**Reports To:** Parish Pastor and Administrative Assistant

**Employment Type:** Part-time minimum 15 hours (up to 25 hours seasonally and occasionally evenings and weekends)

### **General Summary:**

St. Jude Roman Catholic Church is seeking a dedicated Maintenance Technician to oversee the upkeep, repairs, and general maintenance of our church facilities.

This role requires an individual who can effectively manage multiple tasks in an environment with frequent interruptions and changing priorities. The position entails various physical demands, including but not limited to carrying, climbing, kneeling, lifting (up to 50 lbs.), pulling, standing, reaching, crawling, stooping, bending, shoveling, and walking. The Maintenance Technician will ensure the cleanliness and overall functionality of the church campus.

### **Essential Responsibilities:**

#### **1. Facility Maintenance & Repairs**

- Perform minor mechanical, electrical, and plumbing repairs.
- Maintain heating (boilers) and air conditioning systems.
- Conduct general cleaning and facility upkeep.
- Ensure proper maintenance of parking lot and outdoor lighting.
- Perform interior and exterior painting as needed.
- Maintain lawn, shrubs, plants, and trees.

#### **2. Routine & Preventative Maintenance**

- Conduct regular inspections of church buildings, activities center, rectory, preschool and other facilities.
- Address maintenance issues proactively to prevent major repairs.
- Conduct regular inspections of entire church campus.

**3. Facility Cleaning & Sanitation**

- Maintain a clean and sanitary environment across church facilities.
- Ensure the overall appearance of the church campus is well-kept.

**4. Procurement & Vendor Coordination**

- Assist with inventory supplies and equipment.
- Compare vendor services and secure repair estimates.
- Work with the pastor, parish administrative assistant, and parish bookkeeper to approve costs.

**5. Event Setup & Logistics**

- Assist in the setup and breakdown of chairs, tables, tablecloths, and equipment for events, classes, and gatherings.

**6. Lighting & Safety**

- Change and maintain interior and exterior light bulbs.

**7. Inventory Management**

- Maintain an organized supply and equipment inventory.

**8. Special Projects & Team Support**

- Lead special projects as assigned.
- Provide backup assistance to other team members as needed.

**9. Other Duties**

- Perform additional tasks as assigned by the pastor or administrative assistant.

**Qualifications:**

- Ability to walk or stand for extended periods and climb stairs.
- Ability to lift and carry up to 50 lbs. without restrictions.
- Strong mechanical aptitude with experience in equipment operation and repair.
- General knowledge of HVAC, plumbing, electrical, and maintenance disciplines.
- Basic computer proficiency.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively as part of a team.

**Personal Responsibilities:**

- Develop and maintain positive relationships with parish staff, members, and guests.
- Establish and sustain good working relationships with contractors and service providers.
- Adhere to the policies and procedures outlined in the St. Jude Catholic Church Employee Handbook.
- Uphold our Catholic Christian ideals and beliefs while at work and in one's personal life and social media.

**Compensation & Requirements:**

- **Hourly Rate:** \$15 to \$20 per hour (commensurate with experience and qualifications).
- **Background Check:** Employment is contingent upon passing the mandatory Safe Environment Policy requirements, including an Ohio BCI background check and completion of the VIRTUS training program.

**How to Apply:**

Interested applicants should submit their resume via email to:

**Mrs. Jennifer Corvino, Parish Administrative Assistant**

Email: [office@ololstj.org](mailto:office@ololstj.org)