



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

Maintenance Position Job Description

Position Requirements

- Min. High school diploma/GED
- 1-5 years of experience
- Clear background check
- Minimum 15 hours per week (up to 25 hours per week seasonally as needed)
- Occasional weekend and evening hours as needed

Maintenance Duties and Responsibilities

Daily Maintenance

- Bathrooms (6 rooms in total)
 - Check for cleanliness and supplies
 - Clean and restock as needed including paper products, soaps, feminine products
- Main entry doors (lobby and activities center) clean doors/windows inside and out

- Floors
 - Vacuum rugs in lobby
 - Narthex
 - Mop as needed with seasonal weather
 - Sweeping hallways and removing any scuffs
 - Dry mop activities center
- Remove all trash/recycling- all restrooms, office corridor, library, preschool, kitchen, sacristy, server sacristy, confessional
 - When trash or recycling is taken to the outdoor bins, please be sure to keep that area clean as well
- Leaf blow/sweep
 - the front entry way and preschool access to yard
- Snow removal
 - Front sidewalks must be cleared prior to preschool drop off, before masses, funerals, etc.
 - Pellet salt only *CANNOT use rock salt
- End of Shift be sure to turn off lights in all unused areas and lock activity center

Weekly Maintenance

- day to day determined by calendar of events
 - Mop the Activities Center and Activities Center Lobby
 - Glass door of the sacristy
 - Dust the statues in the Activities Center Lobby and Narthex
 - Pour half a gallon of water into all restroom floor drains
 - Check inventory of all supplies and provide lists to secretary
 - Yard Maintenance
 - Push mow with bagger the front of church and all rectory yards (may need done more than once a week during summer months)
 - Never mow during the mass times, funerals, or any special events in the activities center
 - Trimming and edging around the building and preschool fence
 - You cannot use the weedwhacker around the black light poles in the front. Must hand trim
 - Remove all grass clippings from the sidewalks when finished
 - Leaf blow the entire exterior of the building including HVAC area, St. Jude statue, and the Jesus statue

- Exterior building check
 - Check for any pest infestations including but not limited to birds, wasps, bees, etc.
 - Any damage/repairs needed to the exterior of all buildings
- Classrooms
 - Check for general cleanliness (trash, sweep, mop, etc.)
- Mondays
 - mop lobby, Narthex, and office hallway *including underneath the rugs
 - As seasonally needed- mop the main aisles of the sacristy
 - clean the windows in the Narthex
- Thursdays
 - take all trash from the rectory to church dumpster
- Fridays
 - Mop Preschool floors

Monthly Maintenance

- Clean windows in the sacristy, confessional room, and the server sacristy
- Clean all the tables and chairs in the activities center
- Change urinals pad
- Change aerosol cans in main bathroom

Yearly Maintenance

- Replace batteries in urinals, bathroom aerosols, thermostats, clocks, etc.
- Bi Yearly-
 - clean and remove grates and catch basins (May & November); several on property and in parking lot
 - replace batteries in smoke detectors
- Strip and wax floors for entire building (office corridor, activity center, preschool, bathroom, and classroom floors)

As Needed/Requested

- Spray for weeds in the rock beds only
- Change lightbulbs
- Touch up paint/dings in the walls

- For maintenance tasks beyond capabilities work with church secretary for subcontractors
- Calk windows
- Activity center set up for all events per submitted work orders
- Maintain equipment: leaf blower, power washer, push mower, weedwhacker, zero turn mower, hedge trimmers, snow blower
- Additional duties as required