



CATHOLIC NACOGDOCHES

Position Description

Title: CN Maintenance/Facilities Assistant

Type: Non-Exempt - Part time

Primary Purpose

The primary purpose of the CN Maintenance/Facilities Assistant is to ensure that the church property and buildings are secure and maintained at Sacred Heart Parish, St. Mary's Catholic Campus Ministry, Our Lady of Guadalupe, Immaculate Conception, and Our Lady of Lourdes (Catholic Nacogdoches) and to assist in the cleaning, maintenance, repairs and groundskeeping.

Primary Responsibilities

Cleaning

The Maintenance/Facilities Assistant is responsible for ensuring all of the facilities of Catholic Nacogdoches are clean and neat.

1. Communicate on a regular basis with the janitorial personnel. Ensuring that the campus maintains a clean and neat appearance.
2. Regularly scheduled cleaning will be handled by a contracted janitorial crew or volunteers. If this is not being maintained, then the responsibility falls back on the CN Maintenance/Facilities Assistant.
3. Extraordinary and deep cleaning will be executed or contracted out by the CN Maintenance/Facilities Assistant with approval from the Business Manager.

Facilities Maintenance

The CN Maintenance/Facilities Assistant is responsible to open and close the facilities of Sacred Heart, report any repairs or issues, and carry out or direct the repairs under the direction of the Business Manager.

1. Walk through facilities in the morning and evening, opening and closing the facilities, and checking for needed repairs or maintenance.
2. Carry out repairs on campus, and help oversee outside contractors as they perform work on the facilities.
3. Assist Art and Environment Coordinator in preparing the churches for the different liturgical seasons and feasts.
4. Perform daily, monthly, semi-annual, and yearly maintenance tasks and projects as directed by the Business Manager and in accordance with maintenance schedules.
5. Secure all tools, equipment, or supplies after completion of tasks.
6. Maintain all parish storage areas in a neat and orderly fashion.
7. Set up and take down before and after parish events under the direction of the Business Manager.

Inventory

The CN Maintenance/Facilities Assistant is responsible for maintaining the inventory for cleaning,

liturgy, and parish events.

1. Maintain an approved supply of items necessary for tasks (i.e. tools, hardware, cleaning and event supplies).
2. Order necessary supplies according to the budget for Plant Operations and Maintenance.
3. Maintain and check weekly the Liturgical Inventories for all campuses.

Other

1. Fulfill cleaning, repair, and general labor tasks as necessary.
2. Maintain registry and functioning of the vehicles and trailers of the parish.
3. Assist in the needs of the Parish and adapt as changes are needed.

Primary Relationships

The CN Maintenance/Facilities Assistant reports directly to the Business Manager, and is ultimately responsible to the Pastor. The CN Maintenance/Facilities Assistant must also maintain good relations with all other staff, parishioners and volunteers.

Qualifications:

- Understanding of maintenance and groundskeeping.
- Ability to prioritize work and effectively communicate with others.
- Knowledgeable use of tools and willingness to learn new trades on the job.
- Good work ethic and ability to be flexible in job function from day to day.
- Valid driver's license and Insurance.
- Bilingual preferred

Apply by emailing Scott Hoey, shoey@catholicnac.org, your resume. Thank you!