

Roman Catholic Community of the Tonawandas

FAMILY # 18



JOB TITLE:	Maintenance	JOB CATEGORY:	Facilities
Department/Group:	Maintenance	Full Time/Part Time	Part-Time (12-15hrs per week)
Office Location	St. Christopher Church	Travel required:	Minimum
Salary	\$16/hr	Benefits	--
Contact	Fr. Michael LaMarca (pastor@rcct.faith)	Date posted:	December 22, 2024

APPLICATIONS ACCEPTED BY:

Email pastor@rcct.faith **Subject line:** St. Chris Maintenance

JOB DESCRIPTION

Role and Responsibilities

The role of this maintenance position for St. Christopher Church entails overall care of St. Christopher Church and facilities on the weekends. The maintenance person in this position would be responsible for ensuring the church is opened on the weekends, locking up on Sundays, and ensuring the facility is cleaned. He/she would also be given additional cleaning responsibilities as needed by the maintenance director of St. Christopher for the school or other parts of the property.

Responsibilities:

Open church at the beginning of shift on Saturday and Sunday. Locking up church following Masses on Sunday. Any repairs that could be classified as reasonable.
Vacuum all carpets in church
Wash all floors in church (especially during winter season)
Clean bathrooms
Responsible for shovel and salting steps, sidewalks, and entrances on weekends
Wash windows
Empty garbage
Dust and clear any cobwebs
Ensure property is safe and secure at all times.
Assisting in cleaning of school facility
Setup/break down for special events
Replace lights
Other tasks as given by pastor, business manager, director of maintenance or as certain needs arise

Additional Qualifications

This position may open up to additional hours during the summer for special projects while school is out of session.
Physically needs to be able to lift 50pounds and occasionally work from a ladder
Good communication skills and self-starter
Person should have ability to see what needs to be cleaned and be proactive in cleaning what is needed

Reports to Pastor, Senior Parochial Vicars, Parochial Vicars, Business Manager

Collaborates with Assigned Priests of Family, Family Coordinator, Technical Director, Business Manager, other maintenance staffs from other sites

Interested parties should contact Fr. Michael at the Family Office, 716-692-2660 or by email pastor@rcct.faith

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**** Family # 18 is an equal opportunity employer**

Last updated by: Pastor December 22, 2024

Family Offices
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