

JOB DESCRIPTION
OUR LADY OF LIGHT FAMILY of PARISHES
for
JANITOR / LIGHT MAINTENANCE WORKER

IDENTIFYING INFORMATION

Position Title: Janitor / Light Maintenance Worker

Status: Full time, Non-exempt, 12 months

Reports to: Maintenance Supervisor

PRIMARY FUNCTION OF THIS POSITION

Performs a variety of tasks related to building and grounds maintenance

POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Performs maintenance tasks including:
 - Minor mechanical and electrical repairs
 - Groundskeeping
 - Other tasks as directed

2. Performs housekeeping tasks that occur on a daily basis including:
 - Custodial and janitorial tasks.
 - Replacing light bulbs and other supplies.
 - Setup and teardown for various functions.
 - Snow removal as needed.

3. May perform maintenance at other properties owned by the Parish

POSITION SPECIFICATIONS/REQUIREMENTS

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

- Relevant training on equipment necessary for job
- Ability to lift and move heavy objects
- Valid driver's license

B. EDUCATION, TRAINING AND/OR EXPERIENCE

Requires four years of high school or equivalent
Prior maintenance experience or training is preferred

WORKING ENVIRONMENT

- Evening and weekend work may 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 Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Catholic Church. 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 any public speech, demonstration or writing including the use of social media or other digital technologies.

ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature _____ **Date:**

Employer Signature _____ **Date:**