

**ST. MICHAEL Catholic Church
Fort Loramie, Ohio 45845**

POSITION DESCRIPTION

POSITION TITLE: Building Maintenance and Grounds Keeper **EFFECTIVE DATE:** August 2022

REPORTS TO: St Michael Business Manager and or the Pastor of NW7 Family of Parishes

POSITION SUMMARY: Under the supervision of the Business Manager, performs grounds-keeping, light duty maintenance and custodial duties in the efficient operation of St. Michael Parish. Areas included are the Church building, the Religious Education building (St. Mike's Place), the rectory building and the campus surrounding. Areas not included are St. Michael Hall and the area surrounding the hall.

CREDENTIALS & EXPERIENCE REQUIRED:

- 2 years prior related grounds-keeping/custodial experience
- Skills in operating power equipment related to position
- High School diploma or equivalent.
- Ability to communicate effectively and gracefully with the public and staff, in person, on the phone and in written communications
- Ability to collaborate effectively with a team of other professional and support staff
- Demonstrates a history of good judgement, initiative, confidentiality and discretion
- Proficiency with MS Office products, including Word and Excel
- Must have a valid Ohio Driver License
- Must maintain "SafeParish" training requirements

PRIMARY DUTIES & RESPONSIBILITIES:

The Building Maintenance and Grounds Keeper fulfills the following responsibilities in consultation with the Pastor and/or his delegate:

- Collaborates with other staff members in accord with the vision and mission of the Parish
- Works within the budget allotted for areas of responsibility
- Responsible for all custodial work in the Church, Religious Education and Rectory buildings. This includes but not limited to: weekly cleaning, trash removal, light maintenance (change bulbs or have electrician change) and other work needed for ongoing efficient use of buildings
- Responsible for lawn care of parish campus. This includes but not limited to: in season mowing and trimming, general weekly tidiness of grounds and landscaping (may include raking, debris collection and/or sidewalk cleaning)
- Operate motorized vehicles and equipment, including common hand and power tools, shovels, large/small riding lawn mowers, phone and computer
- Coordinate snow removal with contracted services
- Remove snow from steps, entrances and walkways
- Must have or acquire relevant operating and safety training on equipment necessary for job
- Reports to the Business Manager, Pastor, or his delegate, any concerns, malfunctions, or breakages on campus or in the buildings
- Maintains all equipment involved in the previous duties and responsibilities, (These may be done by outside contractors with the permission of the Pastor)
- Develops a weekly schedule to perform duties and reports any alterations to the Pastor or his delegate.
- Occasional interior painting and touch up
- Other task and responsibilities as assigned by the Pastor

SUPERVISION RECEIVED:

Works under the direction of the Business Manager, Pastor and/or his delegate

SUPERVISION EXERCISED:

Provide direction for any staff or volunteers helping in any related roles

RESPONSIBILITY FOR QUANTIFIABLE MEASURES:

- Meet or exceed established goals
- Accuracy and completion of duties in all areas of responsibility
- Work within established budgets

WORKING ENVIRONMENT:

- Frequent walking, standing, lifting and moving up to 50 pounds, bending, stooping, sitting, use of hands, reaching, kneeling, climbing of steps and ladders.
- Exposure to climate changes due to weather while working outdoors
- Works with machinery and equipment requiring considerable caution.
- Works with household cleaning supplies
- Works with household outdoor chemicals (Ant, wasp sprays, etc)

TERMS OF EMPLOYMENT: Hourly, Approximately 25-30 hours/week, 52 weeks/year

Employees of the MW7 Family of parishes of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the NW7 Family of parishes. 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.

Employee Signature

Date

EMPLOYMENT IS CONTINGENT ON MEETING ALL BACKGROUND CHECKS AND VITUS REQUIREMENTS

ST. MICHAEL AND THE NW7 FAMILY OF PARISHES IS AN EQUAL OPPORTUNITY EMPLOYER

APPLY AT: Send resume to georges@nflregion.org attention George Sholtis, Business Manager

APPLY BY: September 15, 2022