

HOLY ANGELS SCHOOL / PARISH
Dayton, Ohio 45409

Building Maintenance Position

EFFECTIVE DATE: Hiring Immediately

POSITION SUMMARY: Under the supervision of the Business Manager, performs light duty maintenance, custodial duties and grounds-keeping in an efficient manner. Areas include the Church and School buildings including grounds.

CREDENTIALS & EXPERIENCE REQUIRED:

- 2 years prior related maintenance/custodial experience
- Skills in operating power equipment related to position
- High School diploma or equivalent.
- Ability to communicate effectively and professionally with the public and staff
- Demonstrates a history of good judgement, initiative, confidentiality and discretion
- Must have a valid Ohio Driver License
- Must maintain "SafeParish" training requirements
- Meet or exceed established goals including accuracy and completion of duties

PRIMARY DUTIES & RESPONSIBILITIES:

- Collaborates with other staff members in accord with the vision and mission of the Parish
- Responsible for all custodial work in the Church including but not limited to weekly cleaning, trash removal, light maintenance and other work needed for ongoing efficient use of buildings. Custodial work in the School includes daily cleaning of the cafeteria including trash removal, bathroom care, and disinfecting as directed by the principal and office staff.
- Grounds maintenance includes raking, debris collection and/or sidewalk cleaning
- Operate common hand and power tools, occasional painting and touch up
- Remove snow from steps, entrances and walkways
- Must have or acquire relevant operating and safety training on equipment necessary for job
- Maintains all equipment and coordinate contracted services
- Develops a weekly schedule to perform duties and reports any alterations to the business manager
- Other task and responsibilities as assigned

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.
- Works with machinery and equipment requiring considerable caution.
- Works with cleaning supplies and chemicals

TERMS OF EMPLOYMENT: Full-Time Non-Exempt Hourly Position. Benefits: health, dental, & vision insurances, 401K, paid time-off

Employees of the NE7 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 NE7 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.

EMPLOYMENT IS CONTINGENT ON MEETING ALL BACKGROUND CHECKS AND SAFEPARISH REQUIREMENTS. CHURCH

OF THE HOLY ANGELS AND THE NE7 FAMILY OF PARISHES IS AN EQUAL OPPORTUNITY EMPLOYER

APPLY: Send resume to Denise Young, Business Manager at dyoung@stanthonydayton.org