

## **Maintenance**

St. Catherine of Alexandria, Riverside

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Founded in 1946, St. Catherine of Alexandria is a community focused on faith and answering the call to lay involvement through active ministry and outreach to the community at large.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Perform general labor to support parish operation requirements including cleaning facility areas, sweeping, dusting, mopping, disposing of garbage, repairs and maintenance of fixtures, equipment and facilities.
- Assist, coordinate, and collaborate with parish staff and ministry leaders regarding maintenance and repair requests.
- Maintain maintenance records and perform maintenance tasks as required.
- Perform set-up and breakdown of parish and ministry events as required.
- Provide back-up and maintenance response in emergencies, being available on nights and weekends.
- Attend regular staff meetings and participate in maintenance planning.
- Adhere to Diocesan Policies and Guidelines to ensure the Safety Environment of building facility.
- Maintain regular communication with supervisor and parish staff.
- Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

- High school graduate or GED level education.
- Minimum of five years maintenance experience.
- Comprehensive knowledge of building maintenance and preventive procedures.
- Knowledge of acceptable cleanliness standards for offices and buildings.
- Must be familiar with usage of maintenance hand tools.
- Ability to use cleaning tools such as vacuum cleaner and floor polisher.
- Discreet in word and conduct.
- Must have an understanding of the goals and priorities of the parish.
- Must be available to work flexible hours to include evenings and weekends.
- Bilingual and biliterate preferred.

### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 lbs., and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item repetitive hand/finger movements, sense of touch/feel, temperature extremes.

**Interested candidates, please forward your resume including salary history to:**

**St. Catherine of Alexandria Catholic Church**

**Attn: Ronna Bugarin**

**7005 Brockton Avenue**

**Riverside, CA 92506**

**Email: [rbugarin@stcofa.org](mailto:rbugarin@stcofa.org)**

**The Diocese of San Bernardino is an Equal Opportunity Employer.**