

Maintenance Person
Blessed Sacrament Church, Twentynine Palms
\$18.00 / 18 Hours per Week

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bring 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.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- ❖ Maintain parish buildings, offices, and equipment in good condition.
- ❖ Helps maintain the cleanliness of the parish campus.
- ❖ Helps care for outside trash bins throughout and ensure a litter-free, well-kept appearance of the entire complex.
- ❖ Sets up rooms for meeting and parish events.
- ❖ Assists with landscape maintenance.
- ❖ Conduct safety inspections and reports needed for maintenance/repairs, emergencies, and concerns. May coordinate and negotiate as well as acquire estimates with outside repair vendors and have contact with the diocese.
- ❖ Know how to handle hazardous spills and cleanup; Maintain MSDS binder
- ❖ Movement and transfers of heavy objects and boxes.
- ❖ Other duties as assigned.

QUALIFICATION GUIDELINES:

- ❖ Familiarity with basic cleaning products and their appropriate use.
- ❖ Knowledge of acceptable cleanliness standards for offices and parish buildings.
- ❖ Ability to use cleaning tools such as vacuum cleaners.
- ❖ Familiarity with basic hand tools and yard tools.
- ❖ Basic Skills in plumbing, carpentry, painting, electrical, and Mechanical.
- ❖ 1-year experience in janitorial or site maintenance.
- ❖ Must be able to read basic English on cleaning labels for safety purposes.
- ❖ Must be available to work a flexible schedule; possible weekend and holiday scheduling as needed.
- ❖ Basic computer skills including e-mail and internet access.
- ❖ Ability to interact professionally with all employees and people coming into the office.
- ❖ Ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 40 lbs., 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 should send a resume and cover letter to:

Rev. Fr. Eliseus Uju
Blessed Sacrament Church
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Twentynine Palms, CA 92277
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