



Facilities Assistant

Updated on February 26, 2019

Employment Information

Applications taken until filled Employment Date	Maintenance Employment Category	Occasional FLSA Classification
Semi-Monthly Pay Frequency	Saturday 1PM – 3PM, Sunday 8AM - 4PM and Occasional Evenings Scheduled work week	

Job Information

When filled Job Date	Facilities Assistant Job Title	Maintenance Program Name
St. Elizabeth Ann Seton Catholic Church Entity Name	Dale Shipman, Maintenance Director Supervisor	

The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Functions of the are: light custodial including vacuuming, trash pickup, bathroom surface cleaning, sweeping, restocking supplies, facility set-ups (tables, chairs, supplies)

Job Duties: Maintain a clean and “clutter-free” church on weekends, inspect facility and address conditions needing attention, vacuum Narthex after Saturday Masses and between Sunday Masses and tidy restroom facilities wiping surfaces, picking up paper and restocking supplies as needed. May perform light grounds keeping as needed. Perform facility setups as needed preparing areas for use including table/chair setup, etc. Be vigilant of proper functioning of air conditioners, furnaces, lights, doors, locks, etc. If deficiency is noted, report the problem to the Maintenance Director. Recognize safety issues and report any problems to the Maintenance Director. Identify possible safety issues and take steps to avoid accidents.

Qualifications

- Ability to self-motivate, manage responsibilities and work independently

- Valid Texas Driver’s License
- Must be able to read and write English
- Ability to safely climb ladders
- Ability to work outside as well as indoors
- Ability to communicate and work with staff and volunteers in a pleasant manner
- Ability to work weekends and additional flexible hours, including evenings, on an as-needed basis.

Preferred: High School Diploma or Equivalent

Active member of a Roman Catholic Parish

Working Conditions

- Most duties will be in a climate controlled environment, but occasional outdoor duties will be required.

Signatures:

Employee

Supervisor

Date