

Holy Trinity Catholic Parish Maintenance Staff Member
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Reports to Director of Maintenance
Position is hourly, non-exempt
Approximately 40 hours/week

Overview:

This position supports the maintenance of all parish buildings and grounds - including the Church, School, Rectories, and Fr. Quigley Center - to ensure they remain safe, secure, clean, and welcoming for parishioners, staff, students, and visitors. The role emphasizes hands-on custodial and maintenance responsibilities.

Responsibilities include, but are not limited to:

❖ **Custodial:**

- Clean floor surfaces using brooms, dust mops, wet mops, carpet cleaners, and/or vacuums
- Dust/clean building surfaces including windows, glass doors, window ledges, cabinets, tables, and door frames
- Empty trash and recycling containers, restock paper and soap products
- Clean bathrooms including sinks, countertops, urinals, toilets, mirrors.
- Clean kitchens including sinks, counter tops, trash cans, ovens and refrigerators.
- Maintain clean and organized janitorial closets and monitor supply inventory
- Respond promptly to safety or emergency cleaning situations

❖ **Maintenance:**

- Address minor plumbing or repair needs
- Replace interior light bulbs and filters as needed
- Assist with snow and ice removal
- Assist with grounds maintenance including mowing, trimming, and landscaping
- Set up and tear down tables, chairs, easels, and podiums as needed for events

❖ **Other:**

- Perform other duties and responsibilities as assigned by the Director of Maintenance or Business Manager.
- Work independently while effectively managing multiple tasks and priorities
- Interact with employees, parishioners and others visiting the Holy Trinity campus with a welcoming, service-oriented attitude
- Follow all safety procedures and help maintain a safe environment throughout the campus

Qualifications & Essential Skills

- High school diploma or equivalent preferred
- Previous custodial, maintenance, or facilities experience preferred
- Basic knowledge of custodial equipment, cleaning methods, and general building maintenance

Physical requirements:

- Able to lift and carry 50 pounds without assistance
- Able to climb ladders and work at varying heights
- Ability to stand, walk, bend, stoop, kneel, and perform physical tasks throughout the workday
- Able to operate the following equipment - Mop, broom, dust mop, vacuum, floor scrubber, carpet cleaner, squeegee, pole extension, leaf blower, snow blower, basic hand tools