

# Facilities Service

## Job Details

Job Location

ST VINCENT DE PAUL CHURCH - Denver, CO

Salary Range

\$35,000.00 - \$45,000.00

## Facilities Service (FSSVD)

### St. Vincent de Paul Church and School New Position

**Position Title: Facilities Service Staff**

**Position Code:**

**Effective Date: November 11, 2022**

**Status: Draft**

The Facilities / Maintenance Staff Assistant works with the Manager of Facilities and other team members to provide general facilities and maintenance support for St. Vincent de Paul Church and School. This individual is able to work independently without continuous guidance, be reliable and self-motivated, demonstrate a good work ethic, concern for quality and a pleasant and cooperative customer service focus. As a part of our parish staff, all work should be performed in alignment with Catholic values, Parish needs and Archdiocesan requirements.

#### **Essential Duties and Responsibilities:**

- Assist Facilities Manager as needed in servicing work-orders in a timely manner
- Cleaning of church and office on a weekly basis
- General maintenance and repair of interior and exterior facilities and equipment
- Set-up and take-down for church or school events, projects, ministries, etc.
- Assist in yard maintenance and out door season activities
- Focus on maintaining a safe physical environment, attend to occasional spill and cleanup duties
- Maintain a level of flexibility and availability for weekend or after hours shifts

This job description is not designed to cover nor 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.

#### **Hours**

This is a full time position, working 8 hours per day Monday Friday. Position includes full benefits: paid vacation and holidays, full benefits (health, dental and vision).

## Specifics

#### **Competencies**

- Manage responsibilities and assignments effectively and efficiently with a positive attitude
- Reliable attendance
- Be flexible, adapt to situations and resolve problems as needed
- Work and interact pleasantly with staff, volunteers and parishioners
- Ability to lift up to 50 lbs.

- Practicing Catholic is preferred
- Pre-employment background screening will be required

**Education and Experience:**

- Prefer that candidate has some general maintenance experience.
- Also helpful if any previous experience in basic carpentry, painting, light electrical and plumbing

**Work Environment**

This position operates and promotes a safe work environment. The job requires an individual to routinely use hand as well as powered tools and equipment while working in and around property, plant and equipment.

## Maintenance & Facilities

- Experience with general maintenance/janitorial work
- Previous experience in basic carpentry, painting, light electrical and plumbing would be helpful