Facilities Maintenance Tech/Custodian

Serving both St Thomas Aquinas, Waterford and St Clare, Wind Lake

Do you want to work where you will be appreciated?
A place where you will join a team of people who believe in working together for our mission?
A place where you can support your faith and use your skills?

If so, we have the job for you!

Job Summary

Responsible for assisting in the maintenance of the buildings, grounds, equipment and facilities primarily at St. Thomas Aquinas Parish and cemetery, and assisting at St. Clare Parish ensuring clean, safe, welcoming and functional environments for Masses, activities at the parishes, staff, parishioners, and visitors. This position performs routine maintenance, repairs, cleaning, inspections, and general building and grounds keeping while supporting the church's various ministries and events.

Key Responsibilities

- Maintains cleanliness of the parish buildings including: the church, parish offices, restrooms, hallways, and common areas. Also cleans school building as needed.
- Responds to emergency cleanup situations and safety concerns promptly.
- Ensures restrooms are properly stocked with supplies and assists in the monitoring of all supplies and notifies Maintenance Lead when supplies are needed. Assists with pest control as needed.
- Removes trash and maintains a clean and organized environment.
- Supports parish ministries by cleaning and preparing facilities before and after Masses and all events held on the parishes' grounds. This may include set up and break down of furniture, set up and tear down of equipment, rearranging floor layout, cleaning up after the event, and providing other assistance as needed.
- Sets up, maintains and tears down large parish events such as Fish Fries, County Fair and Wild Game Dinner.
- Maintains outdoor entrances and walkways, sidewalks, parking areas and St. Thomas cemetery.
- Performs light landscaping tasks such as lawn mowing, trimming, mulching and weeding,
- Removes snow and ice from sidewalks, entrances and parking areas in conjunction with outside snow removal service.
- Ensures emergency exits, fire extinguishers and safety equipment are accessible.
- Performs routine maintenance and minor repairs for equipment used on parish campuses.
- Completes minor repairs including, but not limited to, light bulb replacement, basic plumbing fixes, furniture adjustments, door lock replacements, and lawnmower repair.
- Provide assistance as requested by parish staff and leadership.

Requirements

- Prior custodial or general maintenance experience preferred.
- Hold a valid driver's license.
- Possess a high school diploma or equivalent.
- Possess a mechanical aptitude with basic knowledge of building systems and common repairs including the ability to operate basic maintenance tools and equipment.
- Ability to read, write and communicate in English, and follow directions with limited supervision.
- Must maintain attention to detail.
- Possess a strong work ethic with the ability to work both independently and work well with others.
- Ability to work flexible hours, including evenings and weekends if needed, although the majority of time is during the core hours of 7 AM to 3 PM.
- Regularly – lift, carry, and move 20 to 50 pounds and periodically lift over 50 pounds.

- Requires both indoor and outdoor work with exposure to extreme hot and cold temperatures.

Compensation and Benefits

The position is full time (40 hours per week), non-exempt. We offer employment benefits including medical, dental, vision, a 403b, and a pension program.

To apply, please send your resume to: Steve Varghese at vargheses@archmil.org

We look forward to hearing from you.