

Date Posted: March 16, 2021

Send resume to: employment@stgregs.org

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week Full-Time:

Job Title of Open Position: Maintenance Assistance

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: St. Gregory the Great Parish Department Maintenance

Location Address: 250 St. Gregory Court - Williamsville 14221

Employer website: www.stgregs.org

### **Brief Job Description**

The Maintenance Assistant will be responsible for maintaining the overall functionality of the buildings on the Parish Campus and to assist the Maintenance staff in other duties ranging from setup/breakdown of furniture for events and maintenance tasks.

Each day you will be assigned tasks to perform in the building you are scheduled to work in throughout the shift. Responsible for any setup/cleanup duties pertaining to any events scheduled to take place on the Parish Campus and assist with maintenance duties.

### **Job Responsibilities**

- Minor repairs pertaining to electrical and plumbing.
- Unlock/lock all doors before/after events and programs.
- Set up and clean-up from events and programs.
- Clean all fixtures in restrooms; replace and refill products in bathrooms and common areas.
- Sweep and mop non-carpeted floors, vacuum all carpeted flooring and empty/remove trash/recycling to the appropriate dumpsters.
- Secure and store all cleaning supplies and equipment after completion of daily tasks; Ensure all cleaning equipment is in a safe, secure location and it is in working order.
- Other duties as directed by supervisor.

### **Qualifications**

- High School Diploma/GED required
- Minimum 3 years custodial experience and 2 years in maintenance.
- Basic knowledge and experience with electrical (e.g. replacing outlets, fluorescent and LED bulbs, ballast) and plumbing (e.g. replacing flush valves, faucets, toilets/urinals)
- Operation of snow removal equipment
- Ability to work second and third shifts
- Excellent verbal and written communication skills

- Must be punctual, adaptable, and a team player

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above