



BLESSED SACRAMENT
CHURCH
'Continuing the Work of Jesus...'

BLESSED SACRAMENT CHURCH
JOB DESCRIPTION – JANITORIAL / MAINTENANCE ASSISTANT

Department: Janitorial / Maintenance Assistant
Reports To: Maintenance Manager

Summary:

Carries out maintenance of equipment, buildings, grounds, and utilities by performing the following duties as directed by Maintenance Manager.

Essential Duties and Responsibilities:

- Assists with repair and maintenance of equipment to ensure continuous system operations.
- Cleans floors, windows, lavatories, classrooms, meeting rooms, the church and other areas as needed or requested.
- Must be able to complete small construction projects and/or small repairs and improvements as needed or requested.
- Required to inspect and operate machines and equipment for conformance with operational standards.
- Required to follow Blessed Sacrament Church's policies and procedures.
- Need to know and follow proper storage and use of supplies.
- Confers with Maintenance Manager to identify maintenance problems and recommend measures to improve operations and conditions of the building and grounds.
- Refer parishioner grievances to Maintenance Manager.
- Maintains strict confidentiality in all matters arising in and around the parish.
- Participate in securing the parish buildings as directed by the Maintenance Manager.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Form International Disciples – Evangelize, live our faith, bear witness to the Gospel, and live in deep union with Christ.

Live the Core Values – **Prayer** (seek a daily encounter with God in Christ through the Holy spirit), **Stewardship** (live a life of generous hospitality, lively faith and dedicated discipleship), **Solidarity** (recognize and accept all people as brothers and sisters in Christ, being responsible for the common good of all), **Mercy** (the steadfast kindness, compassion and forgiveness received from God and extended to others) **Charity** (love God and others because God has first loved us), **Family** (the domestic church, the foundation of society, and the communion of persons called to reflect the life of the Trinity).

Hours of Work – 7:00 am to 4:00 pm, averaging 40 hours per week. There may be some weekend work needed. Snow removal hours as needed.

Transportation – Must have a reliable vehicle that can get you to work on time.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations; Uses reason even when dealing with difficult and emotional topics.

Technical Skills – Knowledge of building maintenance, janitorial, basic electrical, and basic carpentry required.

Customer Service – Reports to Maintenance Manager difficult or emotional parishioner situations; Responds promptly parishioner needs; Quickly responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information. Must have personal cellular phone or land line.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds Christian values.

Teamwork – Works effectively with all members of the parish staff, parishioners and volunteers. Effective, helpful teammate.

Judgment - Displays willingness make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience – High School diploma or equivalent.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively with parishioners and staff.

Mathematical Skills - Ability to calculate figures and amounts such as proportions, percentages, area, and volume.

Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills - To perform this job successfully, an individual should have knowledge of database software and inventory software may be helpful in parish applications.

Equipment Skills – Must have working knowledge of carpentry tools.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the employee is regularly required to stand; walk; use hands and finger, to handle, or feel; reach with hands and arms; climb ladders, balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. May be required to work at heights of up to 40 feet.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While

performing the duties of this job, the employee is frequently exposed to moving mechanical parts; outside weather conditions; extreme cold; heat and risk of electrical shock. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually quiet.

To Apply:

Please pick up an application at our Information Desk.

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