

**St. Catherine of Siena  
Portage, MI  
Maintenance/Janitorial Position**

St. Catherine is seeking a full-time (32 – 36 hours/week) maintenance person to work Monday through Thursday 12:00 pm to 8:00 pm with availability for a 4-hour shift on the weekend as needed.

Reporting to the Maintenance Supervisor, this role serves as a key part of the maintenance team that cleans the Parish and Stanley Center, maintains grounds and performs maintenance and other duties. Duties include but are not limited to:

- Perform all assigned cleaning and custodial duties:
  - Clean lavatories, classrooms, meeting rooms, and common areas.
  - Vacuum, dust, and clean interior windows.
  - Remove trash and recycling.
- Complete maintenance duties, such as repair locks, unclog drains, replace bulbs, etc. as needed.
- Inspect equipment on a scheduled basis before use as well as troubleshoot and attempt to repair small equipment such as vacuums, snow blowers, leaf blowers, carpet cleaners, etc.
- Maintain outside facilities and grounds, including snow removal, spring and fall cleanup, lawn mowing, trimming, leaf collection, bed maintenance.
- Assemble and prepare setups as required within Parish and Stanley Center, including setting up and troubleshooting the audio-visual equipment.
- Assist parishioners and meetings when needed.
- Ensure the parish work environment is hazard free - Comply with OSHA requirements and safety guidelines.
- Assist and problem solve in emergency situations.
- Perform project work and other duties as requested by supervisor or Pastor.

**Qualifications and Experience**

- High school graduate or GED with valid driver's license is required.
- Ability to fix basic plumbing repairs, such as leaks and clogged drains and to perform basic carpentry, such as painting and hanging shelves or picture frames, and basic electrical.
- Some janitorial experience is preferred but willing to train the right individual.
- Demonstrate self-direction to prioritize and multi-task duties with varying times facility is in use.
- Good organization and communication skills with solid attention to detail, ability to manage multiple tasks, meet deadlines and work collaboratively with staff.
- Maintain up-to-date Safe Environment (Virtus) training, including a background check.
- Ability to use laptop, projector, TV and DVD players.
- Must be able to perform this active role with ability to lift or move items over 50 pounds without restrictions.

If you are interested and qualified for the role, please apply on Indeed:

<https://www.indeed.com/job/janitorial-maintenance-f38ef6dd27f4225c>

Feel free to contact Rachel Ogrin, HR Director, with any questions: [rogrin@stcatherinesiena.org](mailto:rogrin@stcatherinesiena.org)