

**ST. GENEVIEVE CATHOLIC CHURCH
CENTERVILLE, MN
FACILITIES MAINTENANCE JOB DESCRIPTION**

I. POSITION DESCRIPTION

Position Title: Facilities Maintenance

Reports to: Parish Administrator

Receives work direction from: Parish Administrator, Pastor

FLSA: Non-exempt

Hours: Part time. Hours per week-up to 15

Schedule: Year-round. Work hours Monday-Friday with occasional evening and weekend hours.

Salary Range: \$21-23/hour

Last Revision: October 3, 2025

II. PURPOSE:

To provide preventative maintenance and upkeep maintenance to church buildings, equipment and mechanical operations. To provide or oversee room set-ups. To provide a clean, sanitary, safe and aesthetically pleasing environment at Church of St. Genevieve.

STATEMENT ON WORKING FOR THE CATHOLIC CHURCH: Employment in and by the Catholic Church is substantially different from secular employment. Church employees are held to a different and many times a higher standard of conduct. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their personal behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be a practicing Catholic. It is expected, however, that non-Catholic employees will respect Catholic doctrine and religious practices.

III. RESPONSIBILITIES:

1. Provide Preventative Maintenance/Repairs

- A. Demonstrate dedication and commitment by taking initiative in maintenance projects and care in your workmanship.
- B. Provide weekly inspections of and make timely repairs to church facilities, equipment and other property working with the Parish Administrator for major expenditures. These inspections include, but are not limited to
 - a. HVAC systems
 - b. Plumbing and water systems
 - c. Electrical and lighting systems
- C. Inform the Parish Administrator when repairs are needed from an outside contractor, or when equipment is in need of replacement.

2. Assist with Room Set-Ups for Functions and Activities of the Parish

- A. Oversee or perform the room set-ups for parish functions as required by parish staff and ministries.
- B. Move, store, and set reset tables, chairs and equipment in a safe and timely manner.

3. Provide Custodian Care to the Parish Facilities

- A. Work with custodian in the regular cleaning of the facilities. This includes cleaning of the floors, bathrooms, gathering areas, windows, furniture, kitchens, hallways, offices, etc.
- B. Organize and prioritize special cleaning projects according to the needs of the parish.
- C. Ensure that trash and recycling are removed from all areas of the facilities, and pick up debris around buildings.
- D. Ensure use of all equipment and chemicals is done in a safe manner.
- E. Order and store all necessary cleaning supplies and equipment.

4. Collaborative Ministry

- A. To be present and ready to work as needed to meet responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring facilities are safe, presentable and clean.
- B. Meet with the Parish Administrator once a week for facilities update and to determine specific needs for upcoming events.
- C. Attend Capital Maintenance Assessment Committee meetings (4-6x/year).
- D. Attend certification programs and training as appropriate to the specifics of this position, or as requested by the Parish Administrator.
- E. Ensure that a staff member or reliable volunteer with knowledge of supplies and facilities be available the weekend of the Parish Festival (third Sunday in August, and two days prior) for assistance in facilities maintenance.
- F. Help create a productive environment where there is good communication and morale, harmony, and cooperative teamwork by developing and maintaining good communications with the employees, renters, visitors, neighbors and parish members.

IV. SUGGESTED QUALIFICATIONS:

1. Job Qualifications

- A. Experience and knowledge in providing maintenance and repairs to similar facilities, equipment and mechanical operations.
- B. Must be able to work independently to do high quality work within allotted time.
- C. Must be able to recruit, organize, and appreciate the work of volunteers.
- D. Possess knowledge of the safe use of
 - a. cleaning materials and chemicals
 - b. cleaning equipment, such as vacuums and floor scrubbers
 - c. maintenance equipment and tools,
- E. Ability to follow supervisor's instructions, and to work independently on routine and regular assignments.
- F. Ability to read and follow the written instructions of staff and parish groups.

2. Physical Qualifications

- A. Work up to 15 hours per week.
- B. Ability to move tables, chairs, equipment and supplies up to 40 pounds using good working techniques in lifting, pushing, pulling and other motions.

- C. Ability to obtain help from another when a project or task appears to be too much for one person to handle on his/her own.

4. Other Qualifications

- A. Complete the Essential -3 (background check, Code of Conduct and Virtus Training)
- B. View Insurance Videos per insurance guidelines.
- C. Pass a physical per Archdiocese guidelines.
- D. Applicants must possess and present
 - a. valid driver's license
 - b. reliable vehicle
 - c. minimum of \$100,000/\$300.000 liability insurance.

To apply please send cover letter and resume to Susie Irlbeck at sirlbeck@stgens.org or 7087 Goiffon Rd, Centerville, MN 55038 by October 31.