

Position: St. Lawrence Parish Hall Caretaker Position

Reports to: Church Administrator and Supervised by: Pastor/Priest

Part-time position: Hours vary depending on use.

Qualifications: Respectful of church religious practices, reliable and trustworthy.

Flexibility is essential as events often occur outside of regular business hours. This will require evening and weekend work.

Knowledge of cleaning equipment and supplies

Ability to work independently with strong attention to detail and organizational skills

Ability to lift and move heavy objects

Satisfactory background check and completed Safe Environment certification

Responsibilities:

Hall: Scheduling: Coordinate with church administrator on use of hall. See Hall Rental/Use Policy. Must comply with and enforce St Lawrence Hall Rental/Use Policy. Complete administrative tasks which include processing Hall Rental Agreement Paperwork, Insurance documentation and Fees to St Lawrence. Open and lock Hall for scheduled use and rentals. Have hall clean, along with bathrooms stocked with essentials prior to each rental. Create, update, and submit maintenance supply list as needed.

Bathrooms: Empty waste baskets, clean toilets, mirrors, and sinks. Sweep & wash bathroom floors, restock toilet paper and paper towels.

Kitchen: Make sure appliances are turned off, empty waste baskets, sweep and wash floors, wipe down countertops and sinks.

Gathering space: Vacuum floors, wipe down tables and chairs, clean doors and windows when necessary. Erect and take down wall dividers when necessary. Make sure all lights are off and doors are locked before leaving.