



employment opportunity

Maintenance Worker

SUMMARY: This is a part-time non-exempt position responsible for the maintenance, cleanliness, and repair of all parish property, including an elementary and high school (buildings ranging in age from 3–80 yrs). This position is considered crucial to the well-being of parishioners, staff, and guests and to the financial well-being of the parish and schools. The work of this position relates directly to individuals' health and safety, the appearance of the grounds and buildings, and to stewardship of parish property. The position involves a wide variety of tasks, many of which must be performed promptly and efficiently, but also with quality workmanship. The position involves relating and communicating to all staff, and especially to primary stakeholders in the parish. This position directly reports to the Maintenance Director.

QUALIFICATIONS: Some experience in facilities maintenance. Required skills: aptitude for cleanliness, orderliness, safety, organization. Willingness to work at heights of up to 15 feet, to assist with security surveillance and confrontation, and to lift 50 lbs. Successful background check required, including fingerprinting. Desirable skills: basic electrical, heating, plumbing, carpentry, painting, mechanical, repair abilities/knowledge, power tools, computer operation skills, and English proficiency. Important personal qualities: understanding of and respect for Catholic values, integrity, trustworthiness, confidentiality, care for property, initiative and team work.

DUTIES AND RESPONSIBILITIES: Assists in the preparation of parish, school, and rental events/activities related to physical setup and takedown. Participates in the routine, preventative, and special maintenance on heating and electrical systems, plumbing, carpentry, painting, mechanical and automotive, pest control, etc., throughout the plant. As assigned: conducts inspections of buildings and grounds to ensure cleanliness, orderliness, safety, organization, and proper functioning of lights, plumbing, doors, windows, etc. Assists in maintaining inventory of furniture, equipment, and supplies, while keeping parish and school storage areas organized and clean. Participates in janitorial, security, and parking duties as needed. Communicates with supervisors mentioned above when director is not present. Actively supports mission and goals of the parish and participates in meetings and activities as directed, encouraging others to do the same. Other duties as assigned.

COMPENSATION: Starting hourly rate range: \$12–14 per hour, dependent on qualifications.

APPLICATION: Send resume or application form to **Daniela Girbal** at daniela@stmonica.net or 725 California Ave., Santa Monica, CA 90403. For information contact **Daniela Girbal** at (310) 566-1555.