



# ARCHDIOCESE OF PORTLAND

IN OREGON

*Human Resources*

## **MAINTENANCE/JANITOR**

**Job Title:** Maintenance/Janitor  
**Opening Date:** March 16, 2017  
**Location Name:** St. Anthony Catholic Church  
**City:** Portland  
**State:** OR  
**Zip:** 97206  
**Job Number:**  
**Job Category:**  
**Position PTE:** 10-12 Hours/week  
**Term of Service:**

### **Position Summary:**

The work of the janitor includes cleaning, repairing, and other maintenance functions to keep systems functioning. The area under the care of the maintenance/janitor person includes the church and its surrounding area, the parish hall, the rectory and its property, the exterior of the childcare building and the surrounding areas.

### **General Statement of Duties:**

- Clean floors, different kinds of surfaces (wax tile floors and shampoo rugs once a year)
- Clean tables, chairs, walls
- Sweep, wash, mop, dust, wax, shampoo
- Clean bathrooms, including toilets, sinks, walls
- Maintain and order supplies (paper towels, soap, seat covers, toilet paper)
- Clean windows inside and out (twice a year)



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- Yearly, and especially during the flu/cold season, clean anything that is commonly touched, like door handles, light switches, handles for flushing toilets and drinking fountain handles
- Recycle paper, glass, and plastic
- Become familiar with the heating and cooling systems and change/clean filters as needed
- Adjust various clocks and timers
- Change batteries and light bulbs as needed
- Clean gutters, shovel snow, attend to landscaping needs (pruning, weeding, and litter pick up)
- Painting, carpentry, plumbing, electrical maintenance, weather-stripping
- Become familiar with manuals and building plans
- Assess the need for an outside contractor for cleaning or repair
- Other related work at the discretion of the pastor.

Please send resume to Rev. Patrick Donoghue at [pdonoghue@archdpdx.org](mailto:pdonoghue@archdpdx.org).