



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: MAINTENANCE / JANITOR**

**Opening Date:** February 8, 2018

**Location of Job:** St. Anthony Church

**Location Address:** 3700 SE 79<sup>th</sup> Avenue, Portland, Oregon 97206

**Position:** Part Time (10-12 hours/week)

**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.

### **Job 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)
- 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).**