



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

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

**Opening Date:** March 1, 2018

**Closing Date:** March 15, 2018

**Location of Job:** St. Joseph the Worker Church

**Location Address:** 2310 SE 148<sup>th</sup> Avenue, Portland, Oregon 97233

**Position:** Part Time (16 hours/week)

**Position Summary:** This position will include maintaining the buildings and property of the parish. The successful candidate will be an active member of the Catholic community and have at least 2 years recent successful experience in janitorial and building maintenance and a demonstrated ability to work in a team environment. Requires working evenings and weekends.

### **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

- 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
- Other related work at the discretion of the Facility Manager.

**Please send resume to Business Manager Cathy Keathley at [ckeathley@archdpdx.org](mailto:ckeathley@archdpdx.org).**