

Job Posting

Date Posted: 1/8/2024

Send resume to: Name: Lynn Cercone
Address: St. Joseph University Parish
3269 Main Street
Buffalo, New York 14214
Email: Icercone@stjosephbuffalo.org

Type of Employment: Summer: Part-Time : If part-time, # of hours per week 20 - 25 Full-Time:

Job Title of Open Position: Maintenance Assistant

Salary: \$17 - \$20 based on experience Salary will be: hourly other

Employer: St. Joseph University Parish Department Maintenance

Location Address: 3269 Main Street/ Buffalo, New York 14214

Employer website: www.stjosephbuffalo.org

Brief Job Description: This position will require a focus on cleanliness, orderliness, appearance and sanitation for the parish. They will be responsible for maintaining a clean and sanitized facility by completing a variety of tasks.

Essential Duties & Responsibilities:

- Clean the interior of the buildings including floors, carpets, windows and walls
- Disinfect commonly used items like church pews, door handles, and other surfaces
- Empty trash and recycle bins
- Vacuum, sweep and mop floors
- Clean and maintain restrooms
- Wash and clean windows
- Notify administration about unsafe conditions
- Operate floor scrubbers
- Dust furniture and fixtures
- Maintain a supply of materials needed to perform all tasks
- Assist in set ups if needed
- Other duties may be assigned

Qualifications: Required Education/Experience

- High school education and work experience

Desired Skills

- Self-motivated
- Patient when working through change
- Ability to work independently
- Attention to detail and deadlines

St. Joseph's Roman Catholic Church is an equal opportunity employer. The selection, training and advancement and terms and conditions of employment are conducted without regard to race, sex, color, age, national origin, veteran status, marital status, religion, genetic history, or disability.

How to Apply: By Mail E-Mail Fax