

Archdiocese of Chicago
Transfiguration Parish
Position Description

Title: Maintenance Assistant

Status: Part time, Non Exempt, Non Benefits eligible

Reports to: Maintenance supervisor

Direct Subordinates: none

Basic Functions

Provide assistance to the maintenance supervisor for the maintenance and repair of all buildings and parish grounds. Must be timely and follow instructions.

General Duties and Responsibilities

1. *Provide assistance to maintenance supervisor with any duties the supervisor assigns.
2. *Set up tables and chairs for any school/parish activities.
3. *Moves office furniture and boxes of files.
4. *Some cleaning in church/school building.

Requirements and Preferences

Education Required: High school graduate, GED or equivalent

Experience Required: Minimum 1 year experience in related work experience.

Skills Required: Must be flexible because job duties can vary every day. Must be able to follow directions and complete job duties in a timely manner. Team player.

Other Required: *Lift, push/pull 50 lbs. Climb ladders and stairs as necessary. Valid driver's license. Availability to work overtime as needed.

The ability to keep confidentiality (and the discernment to know what must be kept confidential) is essential for this position.

*Denotes essential functions of this position, in conjunction with the Americans with Disabilities Act.

This document is only a description of the duties, accountabilities and requirements of the position. It is not intended to be an employment contract or promise of employment.