



Weekend Maintenance Assistant

The Weekend Maintenance Assistant supports the Mission of SPX by providing a clean, safe and inviting environment for members and guests to grow in relationship with Jesus. The Weekend Maintenance Assistant is responsible for making sure the necessary tasks are accomplished as well as taking initiative as needed to be sure that the facility is ready and welcoming at all times. The Assistant reports to and is supervised by the Weekend Coordinator.

Responsibilities

- Shall be responsible for accomplishing the weekly lists of tasks in an efficient and thorough manner
- Shall communicate with Weekend Coordinator about needs and concerns arising with facilities, supplies and anything else.
- Shall support the vision of SPX by greeting and interacting with members and guests in a welcoming and friendly way
- Shall be responsible for reporting any incidents that occur to the Weekend Coordinator

Work Hours

- Every or every other weekend, depending on needs
- Saturday 4:15 pm to about 6:45 pm
- Sunday 8:15 am to about 1 pm

Qualifications/Experience

- At least 18 years of age
- Must be VIRTUS certified (or must be willing to become certified at Church expense)
- Must be able to lift and move heavy objects (Café chairs and tables, food pantry bags of canned goods, etc)

Expectations

- Must be dependable and have reliable transportation
- Demonstrate excellent interpersonal skills
- Maintain cooperative relationships with school staff, Church staff, and members
- Appropriate, modest dress

Compensation

- \$18 per hour

Name: _____

Date: _____

Hours: _____

WEEKEND FACILITY MAINTENANCE ASSISTANT DUTIES

(Updated July 20, 2022)

ABC: Always Be Circulating

No standing in the vestibule or sitting in the Cafe, SLAM room or balcony;
there are many things that need to be completed.
No cell phone use unless work related.

SATURDAY

- ☐ By **4:15 pm** all doors opened/ unlocked and turn lights on, except the large hanging overhead lights in the church.
- ☐ By **4:20 pm** both feather banners should be placed outside. The large feather banners are stored in the church at the side music exit.
- ☐ By **5:45 pm** bring outdoor banners back in.
- ☐ Turn out all lights, except over the tabernacle in the chapel before leaving.
- ☐ Lock all inside and outside doors to church, Cafe, balcony doors, sacristies, and classrooms used before leaving.

SUNDAY

- ☐ By **8:15 am** all doors opened/ unlocked and turn lights on, except the large hanging overhead lights in the church.
- ☐ By **8:20 am** both feather banners should be placed outside. The large feather banners are stored in the church at the side music exit.
- ☐ After the **11:30 Mass begins** take all Sharing Pantry items received over the weekend to the Sharing Panty in the garage of the rectory.
- ☐ By **12:45 pm** bring outdoor banners back in.
- ☐ By **1:15 pm** vacuum the Pre-K carpet and empty all trash from the room.
- ☐ By **1 pm** readjust both HVAC units in the church for Monday morning. Set to 72 degrees. Make sure that the compressor (in boiler room) is on. Pressure gauge above 60 psi.
- ☐ Before leaving make sure that the bathrooms are clean. Ensure that the toilet paper, towel and soap dispensers are filled. All supplies are located in the men's restroom. Make sure that the trash is in the trashcans in the bathrooms. Place bags in the cans. Flush toilets. Plunge problem toilets. There are cleaning supplies in Ministry Prep that can also be used if needed. The vacuum is in Ministry Prep.
- ☐ Turn out all lights, except over the tabernacle in the chapel before leaving.
- ☐ Lock all inside and outside doors to church, Cafe, loft doors, sacristies, and classrooms before leaving.

BETWEEN MASSES ON SATURDAY & SUNDAY

- ☐ Water the outside plants that are in containers. The watering cans are in the Lost & Found closet. The water faucet is located outside of the meeting room.
- ☐ Circle around the outside grounds picking up any trash.
- ☐ Circle through the building checking all areas for any problems that need to be addressed: bathrooms (trash off floors, counters dry, toilets cleaned and flushed), hallways (trash off of the floors), Cafe, babysitting room, SLAM, Church library and convent.
- ☐ Ensure that floors are clean, especially after a rain, or in the fall with leaves and winter with snow. In closet, you will find the blower for leaves out front, the snow shovel and ice melt for snow and brooms. There are mops and large push brooms in the hall (milk room).
- ☐ Make sure that the bathrooms are clean. Ensure that the toilet paper, towel and soap dispensers are filled. All supplies are located in the men's restroom. Make sure that the trash is in the trashcans in the bathrooms. Place bags in the cans. Flush toilets. Plunge problem toilets. There are cleaning supplies in Ministry Prep that can also be used if needed. There are several vacuums and sweepers in the kick closet.
- ☐ Remove trash and recyclables from Ministry Prep, Server Prep, Clergy Prep, back sacristy, and Info Desk. Items will need to go into the correct receptacles out back.
- ☐ At least once each day disinfect all handles and knobs in the halls, entrances and bathrooms with disinfectant towels.

Seasonal items: Remove leaves from entrance in fall and snow in winter before Mass begins. Spread salt when needed. Salt will be in closet.

Other duties as assigned.

Signature: _____ Date: _____
Comments:

***** WHEN COMPLETED RETURN TO INFO DESK BOX IN SERVER PREP *****