



Parish of Christ the King Catholic Church

Job Title: Facility Assistant

The ministerial character of this position requires levels of virtue and decency that reflect conformity with Catholic teachings regarding faith and morality. In the same way, the person is required to observe diocesan and parochial norms and practices established to protect the integrity of children, youth, and people in vulnerable situations.

The facility assistant is charged with the responsibility to prepare and maintain the church and school facilities to ensure sanitation requirements as determined by the administration management for staff, students, visitors, and parishioners.

Facility Assistant Job Description

- Dusting and polishing furniture and fixtures.
- Cleaning, sanitizing and disinfecting assigned surfaces and areas.
- Maintaining a clean and sanitary kitchen area.
- Vacuuming and cleaning carpets and rugs.
- Sweeping/vacuuming all floor surfaces.
- Utilizing cleaning equipment such as vacuums, mops, and other cleaning tools.
- Keeping bathrooms stocked with toiletries and other supplies.
- Cleaning mirrors, glass surfaces, blinds and windows.
- Emptying trash receptacles and disposing of waste.
- Tidying up rooms.
- Monitoring cleaning supplies and communicating equipment needs to Operations Director.
- Reporting any necessary repairs or replacements.

Facility Assistant Skills and Qualifications

Knowledge of and experience in cleaning and sanitizing rooms to varying levels to meet requirements. Willingness to learn new cleaning methods and how to use various pieces of equipment. Ability to adapt to different situations and change work processes to accommodate customer needs. Listening skills to make sure that they are meeting the needs of their clients for cleanliness and sanitation standards. Good customer service skills. Reliability, maintain proper working environment, integrity, honesty and high energy levels.

Physical Requirements

Bending, carrying, climbing, lifting up to 30 lbs., pushing, pulling, reaching, sitting, standing, and walking.