



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 3:15 to about 6:45 pm
- Sunday 6:45 am to about 1:30 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

- \$15 per hour

WEEKEND FACILITY MAINTENANCE ASSISTANT DUTIES

(Updated February 17, 2017)

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 **3:15 pm** all doors opened/ unlocked and turn lights on, except the large hanging overhead lights in the church.
- ☐ By **3:20 pm** open the Band Closet door and lock when locking up for the evening
- ☐ By **4:00 pm** both feather banners should be placed outside. The large feather banners are stored in the church at the side music exit.
- ☐ By **4:15 pm** remove the PIUS2U top half of door.
- ☐ By **4:30 pm** move the toy box from the Meeting Room to the Babysitting room.
- ☐ By **6:15 pm** bring all 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, loft doors, sacristies, classrooms and convent used before leaving.

SUNDAY

- ☐ By **6:45 am** all doors opened/ unlocked and turn lights on, except the large hanging overhead lights in the church.
- ☐ By **6:45 am** both feather banners should be placed outside. The large feather banners are stored in the church at the side music exit.
- ☐ By **8:00 am** the Cafe must be setup. See directions in Café.
- ☐ By **8:00 am** the Cafe banners need to be in place in the vestibule and outside of the Cafe in the hallway.
- ☐ By **8:00 am** place Kid Min parking cones at the base of The Garage driveway.
- ☐ At **10:15 am** remove the first row of choir chairs.
- ☐ By **11:30 am** return music stand in Conference room to Band Closet.
- ☐ 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 **12:00 pm** remove the cones from the driveway of The Garage to the side of the Garage.
- ☐ By **12:45 pm** bring all banners back in.
- ☐ By **1:00 pm** return the first row of choir chairs.
- ☐ By **1:00 pm** return the toy box to the Conference Room.
- ☐ By **1:15 pm** vacuum the Pre-K carpet and empty all trash from the room.
- ☐ By **1:15 pm** return top half of the PIUS2U door to hinges, or once the attendant is finished working in the PIUS2U.
- ☐ By **1:15 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 return the feather banners (Café?) to the closet in the Conference Room.

- ☐ 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 the music kick closet for the OPS Team that can also be used if needed. There are several vacuums and sweepers in the kick closet.
- ☐ Breakdown the Café after everyone has left the Cafe. Stack blue chairs 9 high, in 5 rows, in chair storage left of stage. Any noticeable food on the Cafe floor will need to be cleaned up. Wet mop any spills. Take trash out.
- ☐ 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, classrooms and convent used before leaving.

BETWEEN MASSES ON SATURDAY & SUNDAY

- ☐ Water the outside plants that are in containers. The watering cans are in the music kick closet. The water faucet is located outside of the meeting room. Also water the palm trees and peace lilies inside of the church.
- ☐ 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.
- ☐ Check the library and the sanctuary carpets to see if they need to be vacuumed or swept.
- ☐ Ensure that floors are clean, especially after a rain, or in the fall with leaves and winter with snow. Behind the PIUS2U 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). There are small sweepers in the music kick closet and behind the sacristy.
- ☐ 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 the music kick closet for the OPS Team that can also be used if needed. There are several vacuums and sweepers in the kick closet.
- ☐ Remove trash and recyclables from the Usher's Closet, back sacristy, library and kick closets. 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.
- ☐ Make sure that the Beatitude glass is clean before and after Mass.

Seasonal items: Remove leaves from entrance in fall and snow in winter before Mass begins. Spread salt when needed. Salt will be in PIUS2U kick closet.

Turn in your timesheet to Jena in a timely manner to be paid on time.

Other duties as assigned.

Name: _____ Date: _____

Comments:

******* WHEN COMPLETED RETURN TO PIUS2U BOX IN USHER'S CLOSET*******