

Job Description
St. Thomas More Newman Center

Identifying Information

Position Title: Building Assistant
Status: Part time
Reports to: Building Manager

Primary Function

- The primary responsibility of the Building Assistant is to assist with custodial tasks, general maintenance, and room setup for programs and activities. In addition, the building assistant may help with greeting at Mass as needed.

Major Job Responsibilities and Regular Activities

1. Maintain building and grounds, including but not exclusively:

- Vacuuming all carpeted floors
- Cleaning interior building and exterior grounds
- Collection and proper disposal of trash and recycling
- Straightening of chairs in Main Sanctuary and Chapel
- Picking up any debris in the parking lot and around the outside of the building.
- Cleaning and re-stocking of all restrooms and kitchens
- Removing snow during inclement weather
- Cutting grass, weeding, and general groundskeeping
- Reporting breakdowns or major problems to Building Manager or on-duty staff

2. Perform setups for meetings in classrooms, conference rooms, and any other areas of building per monthly calendar, including:

- Arranging tables, chairs, and other items for scheduled programs and activities.
- Responding to custom setups per request.

3. Support needs of staff and community on a case-by-case basis:

- Check in with-Building Manager to identify special projects
- Assist other staff with minor concerns and consult with Building Manager regarding moderate to large requests.

Education, Job Specifications, and Requirements

- High school graduate
- Heavy lifting (up to 100 lbs.)
- Repetitive motion requiring twisting and bending

Work Schedule

- Flexible schedule with variable hours depending on the needs of the Church