

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 general maintenance and setup for programs and activities

Major Job Responsibilities and Regular Activities

1. Maintain building and grounds

- Vacuum front and rear lobby and elsewhere as necessary.
- Clean glass front and rear lobby. Empty trash.
- Straighten chairs in Main Sanctuary and Chapel. Pick up any debris.
- Pick up any debris in the parking lot and around the outside of the building.
- Clean all restrooms. Replace tissue paper, soap and paper towels where necessary.
- Sweep and mop restrooms as needed. Clean toilets, sinks, and urinals. Empty trash, clean mirrors.
- Remove snow as needed.
- Mow grass, weed, and general yard maintenance as needed.
- Report breakdowns or major problems to Building Manager or staff on duty.

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

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

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

- Check in with on duty staff personnel to identify special needs.
- Fulfill any special requests.

Job Specifications and Requirements

Skills, Knowledge, and Competencies

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

Education, Training, and Experience

- High school graduate

Work Schedule

- The schedule is varied and flexible as responsibilities of the position require