

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.

Secondary Function

- During the time of Covid-19 the Building Assistant will assist with extraordinary duties to maintain public safety measures at the Newman Center. These include duties such as sanitation in the worship environment and greeting at Mass and are scheduled on an as-needed basis, secondary to the primary responsibilities of the position.

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
- During the time of Covid-19, the work schedule will vary based upon periodic changes to public hours and ministry activities.