**Facility Maintenance & Grounds**

We are seeking a dedicated and detail-oriented Facility Maintenance and Groundskeeper to join our team. As a Facility Maintenance Worker, you will be responsible for the upkeep and maintenance of our facilities, ensuring a clean, safe, and welcoming environment for our customers and employees. This is an exciting opportunity for individuals who enjoy working outdoors and have a passion for maintaining grounds to their highest standard.

Responsibilities

Work Schedule: Monday – Thursday 7-3 or as discussed with the Pastor

**- Monday and Thursday**

- Pull all garbage and recycling

- Clean Parish Hall floors

- sweep/mop kitchen

**- Parish Ministry Center**

-Empty garbage and recycling

-Any heavy lifting or moving of items

**- Entire Campus**

-Check for bee’s nest and spray if need

-Paint

-Wash windows

-Power wash different areas of the campus as needed

-Other duties as needed (i.e. hang pictures, clocks, move furniture, etc.)

- Work with snow plow company and office

- Moves boxes and supplies when delivered

- Assists with flowerbed cleanup night

- Sprays campus for weeds including parking lots and sidewalks

**- Parish Hall**

-Set up Parish Hall for various events (Funerals, Youth Breakfasts, Saturday Night Suppers, K of C

Dinners, St. James Day Celebration, Faith Formation Events including Christmas Pageant, etc.)

- Moves tables and chairs

- Coordinates with Knights for Fish Fry

- Clean floors – weekly or bi-weekly as needed

- Sweep/Mop Kitchen – weekly or bi-weekly as needed

- Take out trash/recycle

**- Church**

-Set up for Funerals: remove floor insert near the altar, set up Baptismal candle

-Set up for Good Friday (and other special Liturgical seasons)

- Mop basement floors in the event that it floods

- Check font daily for chemicals, clean as needed

**- Cemetery**

- Cut grass weekly

- Weed whack weekly

- Empty trash weekly

- Clean and maintain cemetery building and equipment inside

- Spring and fall clean-up

- Assist Office Manager/Office Assistant as needed with plot sales, burials, headstone placement and foundations

- Acts as Sexton

- Member of Cemetery Board

**- Back Field**

-Mows field every two weeks or as required in the summer

-Mows around the volleyball court every two weeks or as needed

- Move picnic tables as needed for Knights

**- Rectory**

-Cut grass weekly

-Trim/cut bushes as needed

- Weed whack weekly

- maintain fence, repairing/replacing boards as needed

-Any other work requested by the residential Pastor

**- General minor repairs**

-minor repairs (plumbing, electrical, etc.) in the Church, PMC, and Rectory.

**-General purchases**

-Buys maintenance, kitchen, and office supplies as needed.

**- Vendors**

- Works with vendors for maintenance of the building

- Furnace, Boiler, HVAC, Fire Supression, Kitchen Appliances, Doors, etc.

- **Parish Education Center**

- waxes floors in chapel bathrooms

- cleans bathrooms as needed to assist housekeeper

- takes care of trash, assists housekeeper in classrooms as needed during Faith Formation and special events

**\*Note: Covers for Housekeeper as needed**

Requirements

- Must hold valid Driver’s License, a clean driving record and have dependable transportation

- Proven experience in grounds maintenance or a related field.  
- Strong mechanical knowledge and the ability to perform routine maintenance tasks.  
- Excellent customer service skills, with the ability to communicate effectively with others.  
- Physical stamina to perform physically demanding tasks in a fast-paced environment.  
- Ability to work independently and as part of a team.  
- A commitment to upholding a high level of professionalism and attention to detail.

Job Type: Full-time

Pay: From $20.00 per hour

Expected hours: 32 per week

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Health insurance
* Life insurance
* Paid time off
* Vision insurance

Schedule:

* 8 hour shift
* Day shift

Experience:

* Maintenance: 3 years (Preferred)

License/Certification:

* Driver's License (Required)

Ability to Commute:

* Montague, MI 49437 (Required)

Ability to Relocate:

* Montague, MI 49437: Relocate before starting work (Required)

Work Location: In person