

HELP WANTED

Church of the Holy Spirit is looking for a

Maintenance Supervisor

(Experience Required)

Full-time position with benefits

Contact: Anna O'Donnell

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Job Description

Church of the Holy Spirit – Schaumburg, Illinois

Maintenance Supervisor

Title: Maintenance Supervisor
Date: May, 2017
Reports to: Business Manager
Receives work direction from: Business Manager

Schedule: 8 hours/day Mondays through Friday, 7:00 a.m. to 3:00 p.m. The Maintenance Supervisor will also be asked to adjust their schedule to meet the needs of the position and the Parish.

Job Purpose

The position of Maintenance Supervisor entails the responsibility of providing a clean, sanitary, safe, and aesthetically pleasing environment at the Church of the Holy Spirit.

General Responsibilities

Employment in and by a parish church of the Archdiocese of Chicago is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive to the mission and purpose of the Archdiocese of Chicago and the Church of the Holy Spirit. Public behavior of any employee must not violate the faith and morals of the Catholic Church. Although this position does not require that the employee be a Catholic, it is expected, however, that non-Catholic employees will respect Catholic doctrine and religious practices. Reasonable accommodations and respect for the religious practice of non-Catholic employees will similarly be provided.

Job Qualifications

- Demonstrated skills, interest and aptitude in this type of work...
- Knowledge of basic repair work.
- Must be trustworthy, honest and discrete with any parish information.
- Must be able to accomplish specific tasks within allotted times.
- Must be responsible in carrying out high quality work.
- Ability to learn parish activities and procedures.
- Ability to work independently without direct supervision during regular working hours.
- Ability to follow supervisor's oral and written instructions.
- Knowledge and proper usage of cleaning materials and chemicals.
- Knowledge of safe operation and maintenance of cleaning machinery (i.e. vacuum cleaners, floor scrubbers, buffers, etc.).
- Maintain a positive and helpful attitude to all staff, parishioners, and vendors.
- Must have the ability to lift a minimum of 50 pounds, be mobile and withstand frequent periods of standing, pulling, pushing, climbing, and bending.
- Must have a valid Illinois driver's license and have a reliable means of transportation.
- Successfully complete a background check and VIRTUS training.

Responsibilities

1. Complete scheduled cleaning and maintenance procedures for all buildings on the church grounds. Specifically, but not limited to:
 - **Cleaning:** Vacuuming, sweeping, mopping, dusting, stripping and waxing floors, shampooing carpets and upholstery, cleaning bathrooms and kitchen areas. Thoroughly clean and maintain all public areas of church property: Worship Center, Administration Center, Rectory floors, walls, washrooms, doors, glass areas, stairs, door mats, heat vents, etc.
 - **Ordering** of necessary custodial supplies. Maintain safe usage and storage of supplies and equipment, as required by local, state and federal fire, safety laws.
 - **Trash and Recycling:** Maintain the trash recycling removal schedule.
 - **Restrooms:** Keep restrooms fully stocked with paper and soap products and maintain a safe and clean environment for all restrooms on the church grounds.
 - **Ground Maintenance:** Perform general maintenance of outside areas around the church facilities that includes, but is not limited to the removal of debris/trash, stairs and walkways, cleaning parking lots, cleaning exterior drains, snow removal and salting walkways in season.
 - **Perform** routine and extensive preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts; as well as other mechanical and structural objects.
 - **Replace** and/or repair doors, door locks, closets, window coverings and other broken building fixtures.
 - **Room Setups:** When assigned, set up chairs and tables for scheduled religious liturgies, meetings and other events.
 - **Lighting:** Maintain all lighting fixtures (inside and outside) on the church grounds. With authorization, purchases any lighting equipment necessary for lighting maintenance.
 - **Security:** Make certain that all buildings and rooms are locked when not in use. Be aware of the presence of other people and make certain they are in the building for a valid reason. Assure that buildings are locked and secure at appropriate times of the day. Take security actions to maintain safety and order.
 - **Provide** written recommendations to the Business Manager for major repair needs.
 - **Environment:** Assist any parish staff/personnel and parish volunteers when appropriate.
 - **Responds to emergency maintenance requests as required**
2. Supervise all volunteers and all custodial staff, maintain and approve payroll and timekeeping records for all of the custodial staff.
3. Other responsibilities as assigned by Business Manager, Pastor, or any other individual identified by Business Manager.

Archdiocese of Chicago

An Equal Opportunity Employer

Application for Employment or Volunteer Service

Thank you for filling out this application. This form is designed for those applying for a position with any department, agency, or parish of the Archdiocese of Chicago, including current employees or applicants seeking paid employment or volunteer work involving regular contact with children.

The Archdiocese of Chicago complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record, or mental or physical handicap unrelated to ability to perform the duties of the position. It is our policy to offer reasonable accommodations for the special needs of otherwise handicapped individuals.

Please keep in mind that acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

Section A: Basic Information (please print)

Last Name		First Name		Middle Name	
Address		Apt #	City	State	Zip
Phone Number	SSN	Email Address			
Are you legally eligible for employment in the United States of America?		<input type="radio"/> Yes <input type="radio"/> No		Have you ever used a surname other than the name you indicated above?	
		<input type="radio"/> Yes <input type="radio"/> No			
If "yes" state name used and explain:					
What position are you applying for?				Date Available?	
Salary requirements (only if applicable)					
How were you referred to us?					

Section B: Education

High School Name	Address	Degree Earned? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> GED	
College Name	Address	Major	Degree
Graduate School Name	Address	Major	Degree
Other Education (please describe)	Address	Major	Degree

Section C: Employment

Please list chronologically, your employment and volunteer activities. If there were times you were not employed nor volunteering, include those dates and describe your principal activities.

Employer Name		Position Held	Direct Supervisor's Name
Date Hired	Term Date	Phone Number	Reason for Leaving

Employer Name		Position Held	Direct Supervisor's Name
Date Hired	Term Date	Phone Number	Reason for Leaving

Employer Name		Position Held	Direct Supervisor's Name
Date Hired	Term Date	Phone Number	Reason for Leaving

Employer Name		Position Held	Direct Supervisor's Name
Date Hired	Term Date	Phone Number	Reason for Leaving

Section D: References

If you have never been employed or volunteered, please list three personal references:

Reference Name	Relationship	Phone Number
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Reference Name	Relationship	Phone Number
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Reference Name	Relationship	Phone Number
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Reference Check (For office use only)

Reference Name	Date Verified	Verifier
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Reference Name	Date Verified	Verifier
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Reference Name	Date Verified	Verifier
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I certify that the information and statements contained within this application are true and complete to the best of my knowledge. I understand that any falsification or omission of information requested in this application will result in termination of my employment.

I authorize the Archdiocese of Chicago or its agents to undertake any investigation it deems appropriate in connection with this application, including contact with all prior employers and a criminal background check.

Signature _____

Date _____

For current employees or applicants seeking paid employment or volunteer work involving regular contact with children:

Check one box - do not sign unless you understand the law.

- I am aware of the Illinois Abused and Neglected Child Reporting Act and its reporting requirements.
- I am not aware of this act and need to have it explained to me.
- I have had this act explained to me and I now understand it.

Signature _____

Date _____