



ST. JOHN XXIII
CATHOLIC CHURCH

Job Description

Facilities Coordinator

Saint John XXIII Catholic Church

Status: Part-Time Hourly (20 hours/week)

Compensation: \$17-\$22 (Commensurate with experience)

Supervisor: Director of Development

Proposed Start Date: Nov 17, 2024

Benefits Eligible: N/A

About St John XXIII Catholic Church

Saint John XXIII Catholic Church is located in Fort Collins, Colorado and is the home of Ram Catholic Campus Ministry at Colorado State University. RamCatholic Campus Ministry exists for the purpose of serving the students at Colorado State University through formation and encounters with the teachings of the Apostles, communal life, breaking of the bread and the Prayers (Acts 2:42).

Position Overview

The Facilities Coordinator is responsible for the overall maintenance and cleanliness of the Church. It is the responsibility of the Facilities Coordinator to ensure that the facilities are maintained in a condition of operating excellence, cleanliness, and safety. Safety, cleanliness and continued efficiency of operation shall be a major goal at all times. The position will have an initial 90 day probationary period where the organization and employee can determine fit. The employee will receive an evaluation after the 90 day period.

Qualifications:

A minimum of a High School Diploma. A self-motivated worker with little need for supervision and direction. Basic custodial skills preferred, but no experience required.

Essential Duties:

- Perform basic maintenance of all equipment, buildings and grounds of the Church throughout the year.
- Clean the church buildings on a daily and weekly basis (including but not limited to: restrooms, narthex, sanctuary, adoration chapel, offices, meetings rooms, and kitchens).
 - Expectation is to spend at least one hour cleaning on Sundays.
- Perform and/or oversee seasonal deep cleaning.
- Perform or coordinate occasional event set-up and take-down.
- Contact and coordinate outside facilities vendors and professionals (including but not limited to: lawn care, electricians, plumbers, HVAC, and snow removal).
- Make daily and weekly inspections of the buildings and grounds.
- Maintain necessary records as required.

- Work with the reporting Director to assist in maintaining the budget for maintenance, grounds, and custodial supplies and equipment.
- Recommend to the reporting Director the purchase and replacement of maintenance equipment and custodial supplies.
- Occasional maintenance of St. John XXIII rental property and St. John XXIII rectory.
- Implement a program of preventive maintenance.
- Perform other duties as assigned.

Human Relations Skills:

- Maintain a positive attitude and style that contributes to the overall atmosphere of the Church.
- Must not outwardly oppose the values and mission of the Church or Archdiocese policies as listed in the Archdiocese Code of Conduct.
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parishioners are often present.
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.).
- Able to use logical reasoning principles to arrive at solutions to work related problems for which no established procedures exist.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds worth of items such as cleaning supplies, pails and other objects. Occasionally the employee will lift and/or move up to 100 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, couches and scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Please send a job application to Laura Torres (Director of Development): laura@john23.com