

Job Description – Mechanical & Grounds Maintenance for Sacred Heart Retreat Center

Type of Employment:

Part-time (usual 20 hours per week; maximum 28 hours per week)

Type of Work:

- Light maintenance, as in one's home
- Winter weather snow removal
- Notify director of occurring deficiencies or needs for repairs
- Follow all health and safety regulations
- Co-operate and work with rest of the staff on joint projects

Responsibilities:

- Perform and document routine inspection and maintenance activities as assigned
- Special and seasonal cleaning projects, i.e. washing windows, snow removal, Christmas decorations
- Keep campus free of dead wood and brush
- Help guests carry in heavy equipment
- Move furniture and equipment as needed
- Be responsible for security of buildings and grounds

Requirements:

- Must have current valid driver license
- A sense of pride in keeping the Retreat Center beautiful
- Knowledge of minor repairs
- Ability of follow directions of professional repair contractors
- Ability to handle moderately heavy equipment and supplies
- Ability to handle a chain saw for tree limb removal
- Ability to supervise volunteers
- Knowledge of cleaning chemicals and supplies
- Integrity and ability to work independently
- Ability to follow an assigned schedule

Supervision:

- Works directly under the Director of Sacred Heart Retreat Center, and sometimes
- Under the supervision of the Diocesan Maintenance Director

Schedule of Work:

- Irregular schedule based on the needs of the Center
- Work schedule routinely prepared a week ahead:
- Communicated verbally and in writing
- May be called in an emergency with plumbing

Wage and Benefits:

- Hourly wage: \$8.00
- No vacation accrues
- No health insurance
- No paid sick leave