

## ARCHDIOCESE OF INDIANAPOLIS

### JOB DESCRIPTION

#### Maintenance Associate

#### I. IDENTIFYING INFORMATION

Position Title: Maintenance Associate  
Location: Bishop Chatard High School  
Status: Part Time  
FLSA: Non-Exempt  
Reports to: Vice Principal of School Operations  
Supervises: n/a

#### II. PRIMARY FUNCTIONS

The school maintenance associate is responsible for the appearance and light maintenance of the buildings and grounds for the school. This position provides hallway burnishing, coordinated janitorial services, moving of equipment, provides set-up and cleaning services for evening and weekend activities in school facilities.

#### III. POSITION CONTENT

##### a. ESSENTIAL FUNCTIONS

##### Major Responsibilities and Regular Activities of Position:

1. Performs burnishing of hallway floors, and if time, general cleaning of classrooms, hallways, public bathrooms, meeting rooms, drinking fountains, offices, cafeteria, gym, entrances, kitchen, etc. on a regular schedule. Cleaning may involve cleaning tasks such as dusting, cleaning fixtures, cleaning windows, vacuuming, sweeping, mopping, cleaning sinks and toilets, removing garbage, and other related tasks.
2. Performs light maintenance as needed, such as replacing light bulbs and cleaning fixtures and switches as needed; replacing air filters on a regular basis.
3. Provides set-up and cleaning of facilities for evening and weekend activities as directed by Supervisor as needed.
4. Inspects and cleans walls for graffiti and markings as needed.
5. Other duties as necessary to ensure to efficient functioning of the school

#### IV. POSITION SPECIFICATIONS/REQUIREMENTS

##### a. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Good organization and planning skills.
2. Ability to reach, bend, stoop, kneel, and stand for extended periods.
3. Ability to lift up to 40 pounds and to have complete mobility in the buildings and grounds.

4. Ability to perform essential functions of the position without creating a danger to self or others.
5. While performing the duties of this position, the employee is required to stand, sit, walk, talk, feel, hear, and handle.
6. Ability to work with minimal direction. Self-motivated.
7. General knowledge and janitorial supplies and their application.
8. Ability to organize and manage workload to meet deadlines
9. Ability to handle multiple projects and priorities simultaneously
10. Willingness to foster the Church's mission

**b. EDUCATION, TRAINING, AND/OR EXPERIENCE**

1. High school diploma, GED, or equivalent combination of education and work experience that allows the employee to perform the required work
2. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
3. Must be able to complete successfully the Archdiocese of Indianapolis Child Safety Training
4. Background screening required
5. Valid driver's license required

**V. WORKING ENVIRONMENT**

Work is performed indoors and outdoors as needed. Possible exposure to weather and temperature changes. Possible exposure to cleaning chemicals and bodily fluids. Requires complete mobility in the building and grounds for long periods. Involves weekend, evening, and on-call hours. Frequent lifting.

*The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.*