

The Diocese of Fall River Catholic Youth Organization (CYO) is seeking a **part-time**, self-motivated **Maintenance Worker**. This individual will be responsible for the general upkeep and cleanliness of the building. This position has a schedule of 15 to 20 hours per week from the months of October to March, while the CYO Basketball League is in session. During the offseason, the position requires no more than 5 hours per week. The position reports to the Director of the Fall River CYO.

RESPONSIBILITIES:

- Perform daily tasks of cleaning and maintaining the building
- Clean and remove stains or spillage (sweep, dust, scrub, mop, wash or vacuum)
- Polish or wax floors, clean walls, wash windows and glass doors, stairs, woodwork, furniture and equipment in the building including office and restrooms
- Collects trash, empties wastebaskets
- Restock washrooms with soap, paper towels and other necessary supplies
- Remove ice/snow from walkways and steps; check for fire hazards and water damage; replace broken lights and damaged hardware
- Submit supply order needed on a monthly basis to the Director of the Fall River CYO for purchasing
- Receive deliveries from vendors as needed
- Provide access to building and support for service technicians as needed
- Make sure the grounds are well-maintained and litter-free
- Assemble and move furniture, hang pictures or bulletin boards, move and set up tables, and other light maintenance duties
- Run various errands when necessary
- Occasionally perform minor repair work in the building as needed
- Other duties as assigned by Director of the Fall River CYO

QUALIFICATIONS:

- Must be a person of high integrity who possesses a strong work ethic
- Must possess a collaborative workstyle and enjoy being part of a strong and unified team of professionals
- Ability to communicate effectively both orally and in writing
- Must be able to lift a minimum of 50 pounds
- Ability to work a flexible schedule

The Diocese of Fall River offers a competitive hourly wage and a comprehensive employee benefits package, if benefit-eligible, including a generous paid time off policy. Please submit your cover letter and resume to: Peter Powers, SHRM-SCP, Executive Director of Human Resources and Administration, E-mail: ppowers@dioc-fr.org; Confidential Fax: (508)689-7920; or Mail: The Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer