

## **Evening & Weekend Facilities Staff Sacred Heart Catholic Church – Manvel, Texas**

Part time member of the parish staff of Sacred Heart of Jesus Catholic Community. This position has both scheduled and variable hours, including on-call response as required to meet the needs of the parish. Additional hours include but are not limited to the Christmas, Holy Week, Easter, Holy Days and Feast Days. Ability to work on Holy Days and during special events is required. This position reports to the Director of Administration.

### **Responsibilities**

- Regular deep cleaning of facilities, focusing on floors and restrooms
- Remove trash from class and meeting rooms
- Wipe down tables and chairs after use and reset furniture as needed
- Assist facilities team members with configuration setups in classrooms and hall
- Provide access to buildings for scheduled ministries and meetings
- Check buildings after use to ensure all doors are closed and locked
- Identify and report maintenance and safety issues through work order portal
- Scheduled hours will be evenings, weekend and during heavy usage times

### **Other Duties as Assigned**

#### **Skills/Qualifications:**

- Ability to work cohesively with staff, facilities team, volunteers, and parish community.
- Ability to work unsupervised.
- Catholic in Good Standing
- Fluent in English and Spanish, both written and oral.
- Follows Archdiocesan Ethical and Personal Code of Conduct.
- Obtain background check clearance.
- Physical ability to perform tasks associated with job.

Submit cover letter and resume with the Subject Line “Facilities” to [jobs@sacredheartmanvel.org](mailto:jobs@sacredheartmanvel.org).