Maintenance Janitor
St. Maximilian Kolbe Catholic Church
10135 West Road
Houston, Texas 77064-5361

St. Maximilian Kolbe Catholic Parish, with approximately 2200 families, seeks a full-time Janitor whose primary responsibility is to clean and care for the St. Maximilian Kolbe facilities. The Janitor is responsible for cleaning 5 parish buildings: the St. Maximilian Kolbe Church and Chapel, the Gajowniczek Education Building, Kolbe Hall and Office Building, the Higgins Youth and Social Concerns building, and the parish Annex/Garage. This is a full-time, 40 hours per week, 12 month and benefits eligible position. Hours are 7:00 am – 3:30 pm Monday through Friday with ½ hour for lunch.

JOB RESPONSIBILITIES:
- Clean and maintain in clean, sanitary condition all buildings. This includes cleaning the Church, the Chapel, all restrooms, offices, common areas, stairs, classrooms, conference rooms, etc. Cleaning includes dusting, vacuuming, sweeping, mopping, washing windows and mirrors, and emptying trash receptacles, etc.
- Clean and maintain the outside property as necessary.
- Cleaning refrigerators as needed.
- Maintain, sanitize, and stock restrooms regularly and other rooms as necessary.
- Assist with special work orders, set ups for funerals or special events as needed.
- Clean tables for setup/take-down as needed.
- Pay attention to details, cleaning cobwebs, doors jambs and frames, picking up trash as needed.
- Report maintenance issues that need attention, which may be restocking chemicals, broken equipment, pests, and/or unsafe conditions.
- Help volunteers with various tasks as needed, which might include carrying items, helping with decorations during various seasons or with certain events.
- Wash, dry, fold, and store kitchen towels or tablecloths as needed.
- Ability to change tasks and schedules as needed and directed.
- Assist the Pastor as directed.

QUALIFICATIONS:
- Good communication skills and cooperative attitude, being cheerful and welcoming.
- Ability to maintain confidentiality.
- Work willingly and cooperatively with others but also can work independently and take initiative.
- Good organization and time management skills.
- Willing to work with the Parish Business Manager & head maintenance person, receptive to their directives.
- Ability to lift and move at least 50 pounds, bending and stooping when needed.
- No fear or limitations when climbing 8’ – 10’ ladders.
- Knowledge of various cleaning skills, techniques, and cleaning products.
- Basic knowledge of common cleaning chemicals and the safe use of them.
- Ability to clean and disinfect all types of surfaces.
- Ability to repair and/or to fix some basic items is a plus.
- Previous janitorial experience is a plus.
- Safe Haven CMG compliance.
- English and Spanish speaking preferred.

Interested candidates should send cover letter, resume, and minimum hourly rate requirement to Elizabeth.jones@stmaximilian.org with Janitor on the subject line.