



JOB DESCRIPTION

Maintenance & Events Coordinator

Parish: St. Catharine

Created/Revised: 11/05/2025

FLSA Code: Fulltime Salaried

Responsible to: Facilities Director

The primary role of the Maintenance and Event Specialist is to complete tasks and repairs within scope of abilities and provide services to community events and meeting spaces. This includes plumbing, electrical, and mechanical tasks as well as event set up and tear down, and special projects as directed by leadership of the Parish and School. Also, perform custodial duties that are necessary to maintain a clean and safe environment in all areas of the St Catharine parish campus both inside the buildings and the outside spaces. This role requires attentiveness to the needs of others and flexibility when working with staff, parishioners, students, parents, and guests of the campus.

Maintenance

- Perform preventative maintenance duties as assigned.
- Complete plumbing, electrical, and mechanical repairs and installations as assigned.
- Assess various maintenance project requirements and recommend course of action, material purchases, and vendor responsibilities, if necessary.

Events

- Perform set up and tear down for meetings, community gatherings, sporting events and special events as directed.
- Assess needs of event spaces, fixtures, equipment, and repair or report replacements as necessary
- Provide on-site service for events such as custodial duties, assisting with unforeseen problems and questions, and creating an inviting environment.
- Use calendars and scheduling programs to effectively prepare and execute plans as needed without specific direction.

Custodian

- Clean and sanitize bathrooms.
- Clean, mop, wash, buff, and vacuum floors in all buildings according to a schedule or based on need.
- Organize and clean all inside spaces as scheduled or instructed.
- Empty trash and move recycling materials to the proper receptacles.
- Maintain outside walk areas including sweeping debris, washing walkways, shoveling snow, and prepping icy areas. This work should be done in accordance with the school and church schedules so the walk areas can be safely navigated.
- Maintain landscape as instructed.
- Clean and polish fixtures in all buildings. Change light bulbs in all fixtures as required.
- Clean windows, fountains, and all glass on doors.
- Complete miscellaneous maintenance projects as assigned.
- Report to the Facilities Director any supplies to be ordered.
- Report to the Facilities Director any unsafe or potentially unsafe conditions.
- All other duties as assigned.

Skills/Qualifications

- High School diploma or G.E.D. certificate.
- Previous custodial and/or maintenance experience preferred.
- Must be able to speak, read, and write in English
- Must feel comfortable with working in a team environment consisting of St Catharine Staff, volunteers and outside contractors.

- Required to use considerable judgment when performing and planning to perform tasks.
- Must be motivated and able to work independently and solve problems with minimal supervision
- Must comply with safety regulations and maintain clean and orderly work areas.
- Must be able to use and be familiar with electronic forms of communication such as email, text, and cellphone use.
- Must successfully pass BCI&I and FBI background checks. Must also attend a Protecting God's Children class.

Physical Requirements

- Some heavy lifting and considerable moving of equipment required.
- Must be able to lift and move objects up to 75 pounds consistently with heavier weight necessary at times.

Personal Protective Equipment:

- Safety Glasses required while performing certain tasks.
- Masks may be required to be worn while working.

Work Environment:

- Exposed to a combination of normal office type environments and shop environments.
- Exposed to dust, odors, oil, fumes, and noise.

Scheduling:

Due to the nature of the role, it may be necessary to change shifts or schedules to accommodate the needs of the parish community we serve. This job can include work primarily done on weekends and evenings as dictated. Adequate notice will be given for scheduling changes.

ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

A. ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publicly supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization. The teachings of the Catholic Church can be found in "The Catechism of the Catholic Church" which is on line at here http://www.vatican.va/archive/ENG0015/_INDEX.HTM.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or dprunte@columbuscatholic.org. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

B. JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date

The following items marked with an “X” are the physical and mental job requirements that are **essential** for this position.

Physical

- X Standing
- X Walking
- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
- X Stairs
- X Ladders
- X Scaffoldings
- X Ramps
- X Poles
- X In-Out/Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
- X Crawling
- X Reaching
- X Running
- X Head and Neck Movement
- X Movement Across Mid-line

Coordination

- X Balancing
- X Handling
- X Controls (buttons, knobs, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
- X Driving

Mental

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- X Analytic Ability
- X Memory
- X Creativity
- X Concentration

Interpersonal

- X Talking
- X Persuasiveness
- X Speaking Ability

- X Handling People
- X Judgment
- X Bilingual
- X Imagination
- X Initiative
- X Patience

Perception

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- X Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- X Aesthetic (artistic) Sense
- X Spatial (space) Aptitude