

**Roman Catholic Diocese of Portland  
Our Lady of the Snows and St. Agnes Parishes**

<b>Title: Cleaning Worker</b>	<b>Hours Bi-Weekly: 8-12</b>
<b>Location: St Agnes Parish</b>	<b>Salary : \$10.00 per hour</b>
<b>Status: Part-time non-exempt</b>	<b>Reports to: Pastor or Cluster office</b>

**PRIMARY FUNCTION OF THIS POSITION**

- Cleaning of St Agnes Church, Rectory and Parish Center

**JOB RESPONSIBILITIES**

- Clean **Church** every other week from May through October
- Clean Church every week from November through April
- Cleaning includes vacuuming carpet and hardwood flooring, wiping off kneelers as needed and dusting.
- Clean the two entry ways, the sacristy floor and the bathroom adjoining the sacristy.
- Clean **Rectory** every other week, including vacuuming, dusting, upstairs bath & downstairs half-bath, upstairs rooms as directed by Fr Nolette.
- Clean Rectory spare bedroom and bathroom on an “as instructed” basis.
- Additional specific cleaning as directed by Fr Nolette.
- Clean **Parish Hall** once per month after the Knights of Columbus breakfast (3<sup>rd</sup> Sunday of the month).
- Cleaning includes wet mopping or dry mopping the floors as needed, cleaning bathrooms.
- Clean hallway and classrooms when Sunday School is in session (October-May).
- Performs extra cleaning as needed after special events or during salt and mud seasons.
- Informs parish office of supplies or equipment needed.

**QUALIFICATIONS**

- Successful work experience in completing thorough cleaning.
- Maintain confidentiality of all records which may be accessible to individual.
- Ability to perform outlined tasks with minimum supervision.

**COMMENTS**

- Member of the Parish community will take precedence to other people.
- Flexible hours

**CONDITIONS OF EMPLOYMENT**

- Comply with all requirements for complete background check which may include but not be limited to: driver’s history check, criminal background investigation, check by local or state law enforcement agencies.
- Must be able to pass pre-employment physical (paid by parish)
- Take Protecting God’s Children training within 30 days of hiring.
- Comply with the Diocesan Standards as outlined in the Roman Catholic Diocese of Portland Code of Ethics.

- Any misrepresentation of qualifications or information during the initial hiring process or subsequent employment will be a cause for dismissal. Any reported or alleged misconduct under the rules governing Protecting God's Children will be taken seriously, and be thoroughly investigated. The person affected may be placed on administrative leave pending the outcome of the investigation. Substantiated (confirmed) non-compliance will lead to immediate dismissal (termination) and possible law enforcement intervention (arrest and prosecution).

**Physical Requirements:**

- Must be able to lift 30 pounds from waist to overhead
- Must be able to lift 50 pounds from floor to waist
- Ability to push and pull on a limited basis
- Must be able to bend and twist as necessary with the tasks of vacuuming and mopping.
- Must be able to stoop
- Must be able to crouch or be on knees for short periods of time.