

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

Title: Cleaning Worker	Hours Bi-Weekly: 10-20
Location: St Anne Church	Salary : \$10.00 per hour
Status: Part-time non-exempt	Reports to: Pastor or Business Manager

PRIMARY FUNCTION OF THIS POSITION

- Cleaning of St Anne Church and Parish Center (Cluster offices and dining hall).

JOB RESPONSIBILITIES

- Vacuums church and parish center carpets weekly.
- Dust mops and wet mops dining hall weekly.
- Empties trash bins weekly or more often as needed.
- Cleans restrooms thoroughly weekly, plus extra if needed.
- Performs deeper cleaning around facilities as time allows and need arises, such as cobweb removal, dusting, base board cleaning, vacuuming edges, polishing, windows, carpet shampooing.
- Performs cleaning around scheduled office work, church services, funerals and other parish functions.
- 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 office 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.