

Maintenance/ Janitorial

Holy Spirit, Hemet

Part Time: 20 hours per week. Pay Range: \$17.00-\$19.00

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

POSITION SUMMARY:

Holy Spirit Catholic Church is seeking a dependable Part-Time Maintenance/Janitorial employee to help maintain a clean, safe, and welcoming parish environment. This position is responsible for routine cleaning and custodial services, basic facility maintenance and minor repairs, event setup and cleanup, and general upkeep of parish buildings and grounds. The ideal candidate is reliable, service-oriented, and able to work independently while responding to the day-to-day needs of the parish.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Perform routine cleaning and custodial services throughout the church, chapel, parish offices, classrooms, restrooms, and other parish facilities.
- Sweep, mop, vacuum, dust, sanitize surfaces, empty trash, and clean and restock restrooms.
- Maintain the cleanliness and appearance of entrances, walkways, outdoor areas, and parish grounds.
- Perform basic maintenance and minor repairs, including light fixtures, doors, furniture, equipment, and other general facility needs.
- Monitor facilities for maintenance, safety, plumbing, electrical, or HVAC concerns and promptly report issues requiring specialized repair.
- Set up and break down tables, chairs, and equipment for Masses, meetings, funerals, parish programs, and special events.
- Safely operate cleaning equipment, lawn equipment, and basic hand tools and properly handle and store cleaning products and supplies.
- Assist with safety inspections, urgent facility needs, and other maintenance or custodial duties as assigned.

QUALIFICATION GUIDELINES:

- High school diploma or GED preferred.
- Previous janitorial, custodial, or general maintenance experience preferred.
- Familiarity with cleaning products, equipment, and safe handling practices.
- Basic knowledge and ability to use common hand tools.
- Ability to work independently and follow directions.
- Dependable, punctual, and able to maintain professional conduct when interacting with parish staff, volunteers, and community members.
- Ability to read and understand basic safety instructions and cleaning-product labels.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 50 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send your cover letter and resume to:

Attn: Eileen Salazar

Email: esalazar@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.