

JOB DESCRIPTION

ST. CATHERINE OF SIENA CHURCH

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| POSITION TITLE: | Day Porter |
| JOB CLASSIFICATION: | Non-Exempt, Part-Time |
| DEPARTMENT/PROGRAM: | Facilities |
| REPORTS TO: | Facilities Manager |
| SCHEDULE: | Tuesday, Thursday, Saturday – 8:30 a.m. – 5:00 p.m. |
| PAY RANGE: | \$17.00 - \$21.00 hourly |

SUMMARY: Day porters play a vital role in maintaining cleanliness, appearance and order in our church, administration building, and rectory. They ensure office spaces, bathrooms, priests' house, building entrances, and gathering spaces are spotless. Additionally, they handle tasks such as cleaning windows, mirrors, and glass partitions, and maintaining the building's interior, ensuring high traffic areas are free of safety hazards. Their responsibilities also extend to outdoor areas. As part of their duties, they replace light fixtures, clean carpets/upholstery, and respond to building requests as instructed by the Facilities Manager.

RESPONSIBILITIES: Because all St. Catherine of Siena employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

General Cleaning:

- **Restrooms:**
 - Clean and sanitize toilets, sinks, urinals, and counters.
 - Sweep and mop floors (all 3 days).
 - Empty all interior trash cans.
 - Replenish all paper supplies and soap.
 - Clean/wash windows, mirrors, and walls.
- **Church:**
 - Wipe down and vacuum all pews and chairs (all 3 days).
 - Sweep and mop all floors inside church (all 3 days).
 - Empty all interior trash cans.
 - Straighten books etc. in pews (all 3 days).
 - Deep clean church on a weekly basis (wipe down base boards, windowsills, light fixtures).
- **Administration Building:**
 - Sweep and mop all floors inside administration building (all 3 days).
 - Dust / wipe down all desks, chairs, credenzas, etc. in offices.
 - Clean both kitchens.
 - Empty all interior trash cans.
 - Tidy up communal areas within offices.

- **Outdoor Grounds:**
 - Maintain cleanliness of grounds using designated equipment.
 - Sweep all decks, patios, and stairways.
 - Water plants as needed.
 - Empty all exterior trash cans.
 - Ensure trash/recycle bins are set out timely for weekly rubbish pickup.
- **Rectory:**
 - Clean weekly.

Other Responsibilities:

- Maintain cleaning / paper product inventory. Communicate with Facilities Manager when ordering products.
- Replace light bulbs and perform other basic maintenance tasks.
- Move boxes, supplies as needed.
- Set up and break down meeting rooms and patios for events, meetings, and conferences.
- Be prepared for safety and cleanliness inspections.
- Place safety hazard signs, like wet floor signs, and reporting any unsafe conditions.
- Notify proper personnel about any maintenance or safety concerns.
- Perform other duties as assigned.

Qualifications:

- Have one year's cleaning experience.
- Maintaining a high level of cleanliness requires careful attention to detail.
- Able to work and respond with a positive attitude to last-minute changes in schedule and under pressure.
- Be proactive and independent (including looking for areas that need attention/cleaning).
- Be willing to communicate with all staff and clergy – assist them when asked to help with moving boxes, tables, set up meeting rooms, etc.
- Be comfortable working in a church environment.
- Have a high degree of commitment and adherence to deadlines.
- Have a strict standard of confidentiality and ethics.
- Have a commitment to the mission of the Catholic Church.

Preferred:

- Church experience
- Bilingual in Spanish and English
- Practicing Roman Catholic

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, climb, kneel and use hands and fingers to clean areas, use cleaning equipment, and climb a ladder. Close vision requirements apply due to the nature of cleaning.

WORK ENVIRONMENT:

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| Typical Working Conditions: | Church, rectory, and office environment |
| Equipment Used: | Cleaning equipment including mops, brooms, and dusters. 6ft ladder. Safety equipment. Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder. Technology for clocking in and out, timecard management, etc. |
| Essential Physical Tasks: | Verbal communication, movement around cleaning areas, remain stationary, reach, climb, and occasionally carry materials as needed weighing up to 30 lbs. |