



JOB OPPORTUNITY

Environmental Services-Set Up Technician

Beautiful Mission San Juan Capistrano is seeking a dependable, conscientious customer service-oriented individual to serve in this temporary, non-exempt, position working on the Mission San Juan Capistrano campus reporting to the Facilities Services Manager and Preservation and Facilities Manager. The Environmental Services-Set Up Technician performs a variety of tasks relating to the care, cleaning and maintenance of the Mission facilities and grounds including the Mission Basilica, Pastoral Center, Mission Parish School and Historic Mission as well as duties involving security.

In addition, specific responsibilities include, but are not limited to as follows:

- Monitor and clean campus restrooms ensuring a clean, sanitary and well stocked facility at all times.
- Inspect and maintain facilities inside and out ensuring a clean, orderly and safe environment at all times.
- Work with facilities staff, reporting repair or maintenance needs and assisting when necessary.
- Respond to calls and requests for services in a timely manner following established procedures.
- Work with facilities staff in the set up and take down of equipment, tables, chairs or other items needed for special event or scheduled activity.
- Provide courteous information to the public, seeking resolutions and answers to questions and issues.
- Other duties as assigned

Minimum Qualifications

- 1 year experience performing general building housekeeping or light maintenance duties.
- Working knowledge of methods and techniques used in general building housekeeping and light duty maintenance.
- Ability to perform a variety of manual tasks for extended periods of time.
- Ability to perform duties in a professional manner using independent and good judgment within established procedures.
- Ability to successfully complete criminal background check in accordance with California law and policy of the Diocese of Orange
- Excellent customer service skills

Working Conditions

- Working environment includes indoor and outdoor setting including exposure to inclement weather.
- Extensive contact with staff, students, volunteers and the public.
- Job functions may require prolonged periods of sitting or standing; walking on uneven ground; climbing stairs; climbing ladders; performing moderate to heavy manual labor; lifting and carrying 50 to 100 pounds; operating motorized equipment.
- Shifts include week day and weekends

Application Process

Submit a completed and signed application to the address listed below. Resumes may be included, but not in lieu of a signed application. Questions may be directed to 949-234-1308 or email ndavis@missionsjc.com. Application may be accessed at <http://www.missionsjc.com/about/jobs/>

Mission San Juan Capistrano
Attention: Nancy Davis
26801 Ortega Highway
San Juan Capistrano, CA 92675