



Catholic Diocese of Columbus

Employment

Date: October 26, 2018

Location: Sts. Peter & Paul Retreat Center

Position: Maintenance/Custodial

Deadline: November 9, 2018

Status: 40 hours per week

Practicing Catholic: Preferred

Job Summary

Sts. Peter & Paul Retreat Center, located in Newark, Ohio, is searching for a qualified individual to serve as the full-time Maintenance/Custodial who can work a flexible schedule of day, evening and weekend hours. The Maintenance position provides maintenance support to the Director and assists Director as requested; performs mechanical and custodial duties and other duties as assigned. This full-time position requires General Maintenance, General Housekeeping, Moderate Manual Labor, Kitchen Help, and Linen Servicing.

Responsibilities of the Position:

1. Provide equipment service including lawn mowers, tractors, chain saws and leaf blowers.
2. General daily duties of repair including plumbing, electrical, heating and cooling.
3. Grounds maintenance including mowing, snow removal, gardening, leaf and tree branch removal and maintain trails.
4. Floor maintenance including mopping, stripping and buffing.
5. Set-up, tear down, cleaning of facilities for outgoing and incoming groups.
6. Assist in meal prep, serve and clean up.

Qualifications for the position: The individual applying for this position should have a High School degree; mechanical training and certification is preferred with a minimum of one year of prior experience. Ideal candidate should have the ability to work with others in a collaborative team environment, be self-motivated, flexible, and take initiative and must have the ability to plan and meet deadlines. This position requires frequent movement about the facility and grounds to complete the essential job responsibilities.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program. Compensation is commensurate with candidate’s training and experience. Benefits are according to Diocesan policy.

Send resume, references and cover letter by Friday, November 9, 2018 to **Bob Overman, Director, Sts. Peter & Paul Retreat Center** at info@stspeterandpaulretreatcenter.org.