

Job Title: Maintenance
Reports To: Pastor
Parish: St. Alexis Catholic Church, Bensenville, Illinois
Position: Part-time, unbenefited

Start a Great Career with a Great Purpose!

St. Alexis family is a community blessed by God with a diversity of cultures and languages. Celebrating that richness, we reach out to all, inviting them to gather at the table of the Lord as one People. In openness to the Gospel, we form ourselves as stewards of the Lord's gifts to create a community of faith that is unifying, supporting, and nurturing. We are recognized as a parish of choice!

Job Purpose

St. Alexis Catholic Church is seeking to hire a maintenance person to provide a variety of general maintenance duties for the parish.

Essential Responsibilities

- Manage building systems such as HVAC, water, gas and electric and fire alarm, elevator etc.
- Assist pastor in identifying issues related to parish physical infrastructure.
- Act as a liaison between Diocesan offices and parish staff regarding major repairs and projects.
- Be responsible for project management for large projects involving bids, quotes, as well as consulting Diocesan officials for guidance and their involvement.
- IT and network infrastructure maintenance.

Other Duties

- Other duties as assigned by the pastor

Education/Qualifications

- Some experience as a handyman, Electrical, Plumbing, landscaping, knowledge in repairing radiators, painting, and general building repairs is required
- Excellent communications and other interpersonal skills
- Ability to maintain strict confidentiality
- Ability to work independently with responsibility
- Bilingual English/Spanish is a plus
- Must support the mission, philosophy, objectives and policies of St. Alexis Catholic Church and the Diocese of Joliet

Working Conditions

Part-Time, unbenefited

15 hours per week

Monday – Friday 9:00 a.m. – 2:00 p.m. flexible days

Salary

Hourly rate \$21.00 - \$24.00 /hour, depending on education and experience.

Benefits

Paid personal leave days

***If interested in this amazing opportunity, please send a resume and cover letter to the Pastor, Fr. Jesus to:
pastor.st.alexis.bensenville@gmail.com***