

JOB TITLE: Part-Time Maintenance  
REPORTS TO: Pastor / Facilities Maintenance  
PARISH: Holy Trinity Catholic Parish, Westmont, Illinois  
POSITION: Part-Time, Non-Exempt, Unbenefited  
Hourly Rate: \$18 per hour (commensurate with experience)

### **Job Summary**

Holy Trinity Catholic Parish seeks a reliable and skilled Part-Time Maintenance (Custodial/Maintenance Hybrid) staff member to support the care and upkeep of our parish campus, including the church, school, and parish center. This position plays a vital role in ensuring that our sacred spaces and facilities are clean, safe, welcoming, and well-maintained for worship, education, and community life. The ideal candidate is dependable, hands-on, and supportive of the mission and values of the Catholic Church and the Diocese of Joliet.

### **Key Responsibilities**

- Prepare and reset spaces for events, meetings, and school activities at the Church, Parish center and School buildings
- Monitor cleanliness and safety of facilities daily.
- Perform routine trash removal, recycling, and floor care.
- Perform basic repairs and preventative maintenance (plumbing, electrical, carpentry, painting, HVAC filters, fixtures).
- Identify and report facility issues requiring professional service.
- Assist with seasonal maintenance (snow removal, landscaping coordination, light outdoor work).
- Ensure proper operation and care of tools and equipment.
- Collaborate with parish staff, school staff, volunteers, and contractors.
- Perform responsibilities per specification
- Perform light touch-ups and clean-ups
- Assist with facility cleanup

### **Position Requirements**

- Previous experience in custodial, maintenance, facilities, or related work preferred.
- Basic knowledge of building systems and repair techniques.
- Ability to safely operate cleaning equipment and basic tools.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.

### **Physical Requirements**

- Ability to lift to 50 lbs and perform manual labor including standing, walking, bending, and climbing ladders.
- Ability to work indoors and outdoors in varying conditions.

**Faith & Conduct Expectations**

- Respect and support for the mission, teachings, and values of the Catholic Church.
- Professional, trustworthy, and respectful demeanor.
- Successful completion of diocesan background check and safe environment training.

**Salary**

\$18 per hour (commensurate with experience).

**Benefits**

Paid personal leave days.

**Work Schedule**

Monday to Friday from 1:00 p.m. to 6:00 p.m.

**Application Requirements**

Interested candidates should submit a résumé, a brief statement of interest, and professional references to Rosy Jacob (Business Manager) [rjacob@holyltrinitywestmont.org](mailto:rjacob@holyltrinitywestmont.org)