



JOB DESCRIPTION

Position Title

Facilities Assistant

Status: Full-Time

Department: Parish and School Operations

Reports To: Director of Operations

Position Summary

The Facilities Assistant supports the Facilities Maintenance Technician in performing maintenance, custodial, and facility support duties as assigned. This position provides hands-on assistance with routine inspections, preventive maintenance, repairs, event support, and janitorial services to help maintain a safe, welcoming, and well-maintained campus for worship, education, and community activities.

The Facilities Assistant demonstrates a commitment to excellent customer service, responsible stewardship of parish resources, adherence to safety standards, and respectful service to parishioners, staff, volunteers, and visitors.

Work Schedule

Monday through Friday- To be determined after conversation at the time of hire

Work schedules may be adjusted periodically to accommodate parish events, school activities, Holidays, and other ministry needs.

Essential Responsibilities

Facility Maintenance

- Maintain the safety, appearance, and operational efficiency of all parish buildings, parking lots, sidewalks, and landscaped areas.
- Perform general facility repairs, including carpentry, painting, mechanical repairs, and other minor maintenance tasks that do not require licensed

- professionals.
- Conduct daily inspections of buildings and grounds and report maintenance concerns to the Operations Manager.
- Assist with preventive maintenance activities and routine facility inspections.
- Safely operate hand and power tools while following established safety procedures.

Event Support

- Set up and tear down tables, chairs, and other furnishings for parish meetings, liturgies, classes, and special events.
- Receive, escort, and assist vendors, contractors, and delivery personnel as needed.
- Provide light custodial support before, during, and after parish events.

Custodial and Janitorial Duties

- Receive, log, and distribute deliveries, packages, and supplies to the appropriate locations. Maintain organized storage areas for maintenance supplies, cleaning products, and general inventory, ensuring adequate stock levels.
- Perform routine custodial duties, including sweeping, mopping, vacuuming, dusting, restroom cleaning, and sanitation.
- Monitor and restock restroom supplies as needed.
- Collect, remove, and dispose of trash and recycling throughout the campus.
- Assist with moving furniture, assembling prefabricated furniture, and completing light installation projects such as hanging pictures, bulletin boards, and signage.
- Perform other related duties as assigned.

Qualifications

- Practicing Catholic in good standing with a deep respect for the teachings of the Catholic Church and its liturgical life.
- High school diploma or GED.
- Minimum of two (2) years of facilities, building, or industrial maintenance experience.
- Working knowledge of electrical, plumbing, HVAC, and general building maintenance.
- Experience safely operating hand and power tools.
- Basic understanding of preventive maintenance practices.
- Basic computer proficiency, including email and electronic work order systems.
- Strong attention to detail and effective problem-solving skills.
- Excellent communication and customer service skills, including the ability to interact professionally with contractors, vendors, parish staff, and visitors.
- Ability to communicate clearly in English in speaking, reading, and writing.

- Ability to work a flexible schedule, including occasional evenings, weekends, and emergency call-ins as needed.

Preferred Qualifications

- Technical or vocational training in maintenance, HVAC, electrical, plumbing, or a related trade. Three to five years of commercial or industrial facilities maintenance experience.
- Knowledge of OSHA safety standards and Lockout/Tagout (LOTO) procedures.
- Ability to read and interpret blueprints, equipment manuals, and work orders.
- Bilingual communication skills (English/Spanish preferred).

Physical Requirements and Work Environment

The physical requirements described below are representative of those necessary to successfully perform the essential functions of this position.

Physical Demands

- Ability to climb ladders, kneel, bend, stoop, crouch, and stand or walk for extended periods. Ability to routinely lift, carry, push, or move materials and equipment weighing up to 50 pounds. Ability to safely operate hand and power tools.
- Ability to move throughout the parish campus to access work areas, offices, classrooms, and meeting spaces.
- Ability to use computers, keyboards, telephones, and other standard office equipment.
- Ability to communicate effectively in person, by telephone, video conference, and email.
- Specific vision abilities include close vision and the ability to view computer screens.

Other Requirements

- Maintain concentration while performing detailed work.
- Organize, prioritize, and complete multiple assignments within established deadlines.
- Analyze information, solve problems, and exercise sound judgment.
- Communicate professionally and effectively with staff, parishioners, volunteers, contractors, and visitors.
- Follow written and verbal instructions accurately.
- Adapt to changing priorities, work assignments, and operational needs.
- Maintain confidentiality and exercise discretion.
- Work effectively both independently and as part of a collaborative team.

Work Environment

- Primarily performed in a parish and school office setting.

- Frequent interaction with parishioners, parents, students, clergy, faculty, staff, volunteers, and visitors.
- Moderate noise levels typical of an active parish and school environment.
- Occasional attendance at parish, school, or community events may be required.

Reporting Structure

This position reports directly to the Director of Operations.

Application Process

Interested candidates should submit:

- Cover Letter
- Resume
- Professional References

Please email application materials to:

Jenny Hausher, Assistant to the Rector

jhausher@tulsacathedral.com

Email submissions only.