

**CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION**

TITLE: On Call Laborer
DEPARTMENT: Maintenance
SUPERVISED BY: Facilities Manager
STATUS: Part or Full time, temporary, on call
UPDATED: 3/31/09

Job Summary: This position will help the Facilities Manager with mostly general labor, such as moving furniture or other items, painting, and cleaning. May also do general construction or repair work. This position supports the safety, comfort, and smooth functioning of the CSS building, equipment and grounds.

Qualifications:

Personal: Must be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect. Must possess self-confidence, initiative, and flexibility. Must be a team player, and demonstrate motivation and dependability. Must be open to feedback and constructive criticism.

Education/Experience: Ability to speak, write, read and understand English is preferred. Background in painting, general maintenance, construction, or repairs preferred.

Skills: A basic knowledge of electrical, plumbing and carpentry is desirable, but not required. While it is also not required to have your own tools, a basic knowledge and understanding of their use is required.

Physical Requirements: Must be able to lift heavy objects, stand for long periods of time, and move freely, including climbing ladders. Must be able to bend, stoop, reach, pick up and carry objects. Finger dexterity; good eye-hand coordination.

Other Requirements: Must be able to understand enough English to follow general orders.

Training Requirements: General safety overview.

Responsibilities which may be assigned:

1. Painting—prep cleaning, taping, rolling and brushing paint, clean up, touch ups.
2. Moving furniture, boxes, or other objects.
3. Clean up—trash removal, sweeping, mopping, scrubbing, and vacuuming.
4. General construction—measuring, cutting of wood, hammering.
5. Assist in maintaining CSS buildings, grounds and equipment.
6. Other duties as assigned.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____