

**Diocese of Sacramento**  
**JOB DESCRIPTION**

**LOCATION:** Camp Pendola  
17888 Mill Rd, Camptonville, CA 95922

**POSITION STATUS:** P/T Hourly

**POSITION:** Caretaker

**SCHEDULE:** Varies

**CATEGORY:** Non-Exempt

**SUPERVISOR:** Assistant Director of Family, Faith Formation and Young People

**JOB SUMMARY:** The caretaker, under the direction of the Assistant Director of OFFFYP, will maintain the Camp Pendola facility. This position is responsible for opening and closing the designated as needed.

**ESSENTIAL FUNCTIONS:**

- Responsible for providing routine cleaning, custodial and maintenance of the facilities. And coordinates volunteers to assist.
- Monitor and oversee contracted services and any other maintenance-related services.
- Plan and schedule routine and preventive equipment and appliance maintenance according to warranty/manufacturer specifications and safety considerations.
- Maintain work center for maintenance activities and secure control of materials providing a system to track inventory usage by project.
- This position is responsible for opening and closing the designated areas for all events.
- Ensure that the facility is a clean and safe environment.
- Other duties may be required, as needed.

**MINIMUM QUALIFICATIONS:**

- Education: High school diploma or equivalent.
- Experience: Previous maintenance and property management experience preferred.
- Ability to use Microsoft Windows Office Professional programs.
- CPR and First Aid Certification Required or ability to pass.

**SKILLS / KNOWLEDGE:**

Knowledge of maintenance in the fields of ground maintenance and janitorial care. Must possess the ability to communicate effectively; familiarity with church and school environments; ability to work independently and as a team; ability to work evenings and weekends.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE