

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/manufacture 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.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE