

**St. Michael the Archangel Parish  
Leawood, Kansas**

**Evening Facility Manager Position Information**

This position is year round, full-time, to start immediately. Compensation is hourly commensurate with experience.

Send cover letter and resume to:  
St. Michael the Archangel Catholic Parish  
Attn: Evening Facility Assistant Position  
14251 Nall Ave.  
Leawood, KS 66223  
Or to:  
patty.pearch@stmichaelcp.org

**Job Description**

**Job Title:** Evening Facility Assistant

**General Description:**

The primary role of the Evening Facility Assistant is to be the on-site, on-duty staff available to assist our Parishioners and other Parish Staff utilizing facilities during the evening hours. Through the evening, this staff person will assure that all facilities are maintained in a manner that insures a safe, welcoming and productive environment and then properly secure the buildings at the end of the evening.

**Duties/Responsibilities include but are not limited to:**

1. Building Control and Security
  - a. Be vigilant throughout the evening shift to assure that doors are locked and unlocked according to schedule. Address issues such as propped open doors immediately.
  - b. Be vigilant throughout the evening shift to be aware of who is in the building, and question anyone who looks out of place, who might be in locked spaces, etc.
  - c. Assure that the buildings are locked up completely at the end of the evening.
  
2. Custodial and General Maintenance
  - a. Complete janitorial and light maintenance duties both as scheduled and as needed (sweep, mop, auto-scrub floors, clean restrooms, clean glass, dust, change light bulbs and other light maintenance and janitorial tasks as assigned). The primary responsibility of the Evening Facility Assistant will be to maintain the Church, Social Hall and Parish Office spaces, but other duties will be assigned on a daily basis to assist in the upkeep of the Education Center and Rectory as well.
  - b. Respond immediately to emergency clean up needs.
  - c. Assure that highly visible and high traffic areas such as entrances and restrooms receive special attention throughout the day to maintain them in a safe, sanitary and attractive manner.

- d. Provide general maintenance as abilities and time allows, i.e. changing filters, light bulbs, plumbing leaks, etc.
  - e. Assist with snow removal as needed.
  - f. Assist with lawn and landscaping maintenance as needed. Keep all outdoor areas clean and litter free.
3. Building Use Support
- a. Make sure rooms are set up for afternoon and evening meetings.
  - b. Assist as needed with special events such as Vacation Bible School, school programs and parish events.
  - c. Assist as needed with traffic control.
4. General Duties and Responsibilities
- a. Report all problems or deficiencies to Facility Manager, either at the end of the shift via a note or immediately by telephone if conditions warrant.
  - b. Physical requirements of this job will include climbing ladders, lifting heavy items (up to 50 lb or more), crawling under desks and a complete range of physical motion to accomplish any custodial or maintenance duty necessary to maintain these extensive facilities. The ability to endure high outdoor temperatures in the summer and cold temperatures while pushing snow, etc. in the winter for extended periods of time if necessary will also be required.
  - c. Any other duties as assigned that relate to the cleaning and maintenance of our buildings.
  - d. Summers are particularly important as it relates to the maintenance of the buildings. During the month of July, all Parish, School and Christian Education activities are suspended to allow the Facility Staff to perform maintenance duties with a minimum of other typical daily facility responsibilities. As such, vacation time during July will only be allowed on an “emergency” basis such as an immediate family wedding out of town or similar situation. Summer vacations should ideally be scheduled in late May, June or very early July.
  - e. Be aware that the behavior and work ethic of all Parish Staff will at all times be subject to public scrutiny, and more particularly, will be visible to the children and adults who use this facility. All actions of all Staff members should reflect a Christian attitude and an understanding that we must be good stewards of the resources of the Parish.

**Qualification Requirements:**

Applicants for this position must have a very strong work ethic, and possess the ability to keep busy at all time through self-direction. Must have a working knowledge of maintenance equipment and procedures, and ideally have two years or more of maintenance or custodial experience. Must maintain a clean and well-groomed appearance, and the application process requires passing background checks and the Archdiocese Virtus Youth Protection Program.

**Hours and Compensation:**

This is a full time position, with regular hours of 1:00 to 9:30pm. Hours may vary from time to time as needed. On occasions it may be necessary to work overtime hours. Compensation is hourly, at a rate commensurate with experience. This position is eligible for the Archdiocesan benefits package, which includes medical, dental, vision, basic life and disability insurance, flexible spending accounts and a 401(k) retirement plan that includes employer matching.