



Immaculate Conception Church & School

411 Palmer Rd. Columbia, IL 62236

Position Available

Position: Janitor and Maintenance

Job Type: Full-Time (*approx. 40 hrs. weekly*)

Benefits: [Diocese of Belleville - Benefits](#)

Salary Range: \$30,000 - \$40,000 + benefits (*Final salary will be determined by relevant skills and experience.*)

Job Duties and Responsibilities include:

- Ordering necessary supplies for Church and School
- Cleaning of Church upper and lower levels.
- Clean School lower level daily including trash.
- Necessary cleanups during the school day.
- Help put away food deliveries in the kitchen.
- Inspecting properties and equipment to determine the need for repairs or renovations.
- Planning and scheduling regular maintenance tasks such as equipment inspections.
- Coordinating with vendors, contractors and volunteers for maintenance and repair work.
- Keeping detailed records of all maintenance and repair work.
- Ensuring that all maintenance work is done in accordance with safety regulations.
- Addressing emergency maintenance issues promptly.
- Coordinate needs with Snow Shovel Committee.
- Lead Parish Work Day and Landscaping Committees.
- Overseeing the needs of the Phase 3 projects once they are completed.
- Other duties as assigned.
- Communicating regularly with the Business Manager about maintenance plans and projects.

Required Qualifications

- Able to lift 50 pound and walk/stand most of the day
- Experience in a similar position
- Must possess good communication skills to interact with different groups of people effectively.

Must be screened through the Diocesan Child Protection Program

Preferred Qualifications

Possession of relevant technical knowledge and a high level of safety awareness.

Knowledge of industrial equipment and ability to fix small problems

To apply: Send cover letter and resume to kdell-hunt@iccmil.org or by mail at 411 Palmer Rd. Columbia, IL 62236.