

St. Mary Magdalene Parish

Fredericton, NB

(Job Description - Updated October 8, 2019)

Position: Building Attendant

Work Location: St. Mary Magdalene Parish and The Monsignor Boyd Family Centre (MBFC)

Status: Part-Time

Hours of Work: September through June, except for weekdays between Christmas and New Year's:

Thursdays	4:50 PM to 9:20 PM
Every second Sunday	7:45 AM to 3:00 PM

July through August:

Every second Sunday	7:45 AM to 3:00 PM
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Additional hours as needed, if available.

Supervision: This position reports to the Business & Facilities Manager of St. Dunstan's Parish.

Duties: This position is responsible for, but not limited to the following work activities:

Security

- Open St. Dunstan's Church and the MBFC Saturday and Sunday mornings as scheduled.
- Conduct periodic "walk-arounds" throughout the Church and MBFC to ensure security.
- Close the MBFC and Church, as scheduled, ensuring no one is left in either building and that all doors and windows are locked.

Meeting Rooms & Classrooms

- Ensure classrooms are prepared for weekly religious education classes.
- Set up and tear down meeting rooms/gym as required.
- Provide coffee/tea to meeting rooms as requested.
- Respond in a timely manner to requests of persons using the facilities; e.g. for tables, chairs, AV equipment, kitchen equipment, etc.

Custodial

- Keep foyers, hallways, gym and classrooms and meeting rooms clean (sweeping, vacuuming, dry mopping and damp mopping as necessary)
- Clean MBFC washrooms daily.
- Clean Church washrooms between masses.
- Keep washroom supplies stocked.
- Clean the kitchen daily.
- Clean classrooms weekly.
- Clean meeting rooms, including shelving, after each event.
- Clean office and remove trash to the outside garbage bin.
- Replenish vigil candles and clean candle holders in the Church as necessary.
- Distribute weekly New Freeman and Church Bulletin before 4 pm every Saturday.
- As needed, and as much as possible before each mass, shovel, salt and sand all of the following areas until a hazard free surface is achieved. (Completely free of snow and ice, and/or heavily sanded and salted)
 - In advance of mass times the main entrances, steps and walkways directly in front of the doors to the Church,
 - At all other times the front entrance and steps to the Church firstly, then the MBFC, Rectory and garage.
- Remove snow bank between sidewalk and parking spot opposite Brunswick Street entrance.

Reception/Office

- Be available in the office twenty minutes before and after each Mass.
- Answer incoming phone calls and respond appropriately.
- Document and deliver messages for Parish priest and day staff.
- Welcome and assist guests to the MBFC.
- Collect and record proceeds from sale of Church inventory.
- Attend to tasks assigned by the Parish priest, Secretary and Business and Facilities Manager.

Other sundry duties as assigned by the Pastor and/or Business and Facilities Manager.

Acknowledgement

I have read and fully understand my duties as a Building Attendant and acknowledge receiving a copy of this job description.

Signed by Employee

Dated