



Position Title:	Project Laborer
Ministry:	Administration / Maintenance
Reports to (title):	Maintenance Manager
FLSA Classification:	<input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly \$20.00-\$22.00
Date Created / Revised	September 2023

Job Summary:

Assist with projects as they arise. No set hours or days of work. Work during busy times / seasons. Be available for pop-up projects and those on a yearly schedule.

Job Responsibilities:

- Installing and removing AC window units.
- Moving furniture.
- Furniture assembly.
- Routine light maintenance such as plumbing, light bulbs, changing filters, and/or painting.
- One-time projects.
- Hauling items out of storage areas.
- Assisting the maintenance manager with other requests.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this position.

Minimum Qualifications:

Education:

- High School Diploma.

Experience:

- Handyman / laborer experience.
- Familiar with tools and equipment to be used to complete jobs.
- Understanding of safety procedures.

Skills:

- Work independently.
- Willingness to learn and capability to perform new skills.
- Ability to manage and prioritize assigned tasks.
- Effective verbal and written communication.
- Comfortable communicating through texts, emails and phone calls.

Licenses / Certificates:

- Professional certificates as appropriate preferred.

Technology / Equipment (if applicable, the proficiencies required to perform the job):

- Use of cell phone and email.

Preferred Qualifications:

Sisters of St. Joseph of Carondelet

- Trades certification.
- Good interpersonal skills and ability to work effectively in a team environment.

Physical Demands:

The requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards.
- Ability to maintain regular, punctual attendance.
- Function in activities involving walking, bending, squatting, reaching.
- Remaining in stationary position, often standing or sitting for prolonged periods.
- Repeating motions that may include wrists, hands and/or fingers.
- Must be able to lift up to 60 lbs.

I have read and understand the duties, responsibilities and requirements for this position.*

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Employee Acknowledgement

Date

Equity Statement Purpose

The CSJ Charism of unifying love affirms the inherent value of all people and all life within the earth community. Together we build a community that encourages, celebrates, and moves always toward diversity and accountability in all our practices. This is our collective work.

To this end, the CSJ Community works for equity and inclusion within and beyond the CSJ Community. We join with others and welcome others to join us, as we hold each other consistently accountable and live out our mission of moving always toward love of God and love of neighbor without distinction.

**This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. Sisters of St. Joseph of Carondelet, Foundation Ministries and St. Mary's Health Clinics retains the discretion to add duties or change the duties of this position at any time.*