

Job Title: Facility Safety Monitor

Responsible To: Maintenance Supervisor



Written/Revised: March 15, 2021

FLSA Code: Hourly-Non-Exempt
Part Time; 10-15 hours
Salary Range: \$12.00-\$15.00/Hr

I. JOB SUMMARY

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. This position is primarily Monday through Friday evenings with occasional weekends.
2. Patrols building and premises to prevent and detect signs of intrusion and ensures security of doors and windows.
3. Answers alarms and investigates disturbances.
4. Monitors and authorizes entrance and departures of visitors to guard against theft and maintains security of premises.
5. Keeps a log of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons or occurrences.
6. Notifies police or fire departments in case of emergency, such as fire or presence of unauthorized persons.
7. Opens specific facilities doors until all events, meetings and programs have completed and people have exited the facility. (A schedule of events will be provided.)
8. Performs periodic walk-through of facility and visual inspection of parking lots to make sure everyone is secure and no one is wandering around.
9. As needed, clean and stock restrooms.
10. Gather trash from programs and events and take to designated area for disposal.
11. Sanitize rooms used at the end of programs and events.
12. Performs a walk-through to make sure the building is empty and interior doors are locked after all meetings are ended.
13. Ensures that all exterior doors are locked after everyone has left the facility.

III. OTHER POSITION RESPONSIBILITIES

1. Administers parish business operations in accordance with the parish and Catholic Church's mission.
2. Understands Catholic social teaching and applies it to parish policies and practices.
3. Ensures parish is compliant with federal, state, local and regulatory bodies.
4. Maintains a neat and safe work area.
5. Appropriate office attire is required.
6. Maintains all information as highly confidential.
7. Supportive of the Pastor's vision.
8. Performs other duties as assigned.

IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: High school diploma or equivalent.

Job Related Skills: An understanding of communications and the Catholic perspective and the ability to serve others.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language Skills: The ability to read and comprehend equipment manuals and instructions, write short correspondence and memos. The ability to effectively communicate to co-workers, parishioners, vendors and other employees of the Diocese.

Mathematical Skills: The ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. The ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Skills: The ability to apply common sense understanding to carry out detailed and involved written or oral instructions. The ability to deal with problems involving a few concrete variables in standardized situations.

Working Environment: The ability to maintain all information as highly confidential.

V. PHYSICAL STRENGTH DEMANDS

The Physical Strength Demands Rating reflects the estimated overall strength requirements of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

Heavy Work: Exerting 50 to 100 pounds of force occasionally and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Medium Work.

VI. ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution, Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including, but not limited to, the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of the standards, or any conduct which appears to reject or offend the teachings, doctrines or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro

fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church”, which is on-line at http://www.vatican.va/archive/ENG0015/_INDEX.HTM.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or dprunte@columbuscatholic.org. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date

The following items marked with an “X” are the physical and mental job requirements that are essential for this position.

Physical

- X Standing
- X Walking
- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
 - X Stairs
 - X Ladders
 - X Scaffoldings
 - X Ramps
 - Poles
 - X In-Out Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
- X Crawling
- X Reaching
 - Running
- X Head and Neck Movement
- X Movement Across Mid-Line

Coordination

- X Balancing
- X Handling
- X Controls (buttons, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
- X Driving

Interpersonal

- X Talking
- X Persuasiveness
- X Speaking Ability
- X Handling people
- X Judgment
 - Bilingual
- X Imagination
- X Initiative
- X Patience

Perception

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- X Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

Mental

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- X Analytic Ability
- X Memory
- X Creativity
- X Concentration

Pastor’s Approval

Date
