



St. Mary's Catholic Campus Ministry
at Stephen F. Austin State University



POSITION DESCRIPTION

Title: Facilities Intern

Primary Purpose

The primary purpose of the facilities intern is to ensure that the Campus Ministry property and buildings are clean and well-maintained.

Primary Responsibilities

Cleaning

The Facilities Intern is responsible for keeping all of the facilities of St. Mary's clean and neat.

1. Grounds check, unlock buildings, and cleanup, if necessary, once per day before office hours (typically at 8:30am).
2. Empty all trash bi-weekly in all buildings.
3. Ensure the ministry building and furniture stays neat and tidy.
4. Maintain the kitchen and other common areas free of dirty dishes and other clutter.
5. Small repairs to the grounds as needed.
6. Help ensure the security by communicating if building was not locked overnight
7. Communicate with Maintenance Supervisor and Business Manager any repairs that may be needed.

Inventory

The Facilities Intern is responsible to maintain the room inventory and supply inventory of the rooms and supply closet of St. Mary's.

1. Check bathrooms, kitchens, and other locations for sufficient supplies during morning grounds check.
2. Send Maintenance Supervisor weekly report on church and supply closet inventory levels.

Lawn Care

The Facilities Intern is responsible to maintain the lawn of St. Mary's Catholic Campus Ministry in good condition.

3. Mow the lawn, weed wack, mulch leaves, blow and edge sidewalks and driveways weekly or bi-weekly according to need.
4. Tend to hedges, prune trees, keep fences clean, clear walkways, driveways, and parking lots as needed.
5. Keep the ministry free from clutter.

General

1. Attend monthly leadership team meetings.
2. Attend Upper Room events
3. Unlock every morning and record if the facility was not locked up each night.

Qualifications:

- Strong Catholic Faith
- Attention to detail
- Maintenance, Construction and/or Lawn Experience
- Good work ethic

Primary Relationships

The Facilities Intern reports directly to the Business Manager. The Facilities Intern will collaborate closely with the Maintenance Supervisor. The Facilities Intern must also maintain good relations with all other staff, parishioners and volunteers.