

# Roman Catholic Community of the Tonawandas

FAMILY # 18



<b>JOB TITLE:</b>	Maintenance	<b>JOB CATEGORY:</b>	Facilities
<b>Department/Group:</b>	Maintenance	<b>Full Time/Part Time</b>	Full-time (40hrs per week) <b>Sunday through Thursday</b>
<b>Office Location</b>	Parishes within the Family	<b>Travel required:</b>	Between sites, must have own transportation (mileage reimbursed)
<b>Salary</b>	\$18/hr	<b>Benefits</b>	Yes
<b>Contact</b>	Marie Schwab (business@rcct.faith)	<b>Date posted:</b>	January 8, 2026

## APPLICATIONS ACCEPTED BY:

**Email** [business@rcct.faith](mailto:business@rcct.faith) **Subject line:** Family Maintenance

## JOB DESCRIPTION

### Role and Responsibilities

The role of this maintenance position for the Roman Catholic Community of the Tonawandas entails overall care of parishes' and schools' and facilities. The maintenance person in this position would be responsible for ensuring the churches are cleaned and ready for any sort of Mass or event. They would also be responsible for ensuring that facilities are secured on Sundays following morning Masses. He/she would also be given additional cleaning responsibilities as needed by the maintenance director of the Family or by site coordinators.

### Responsibilities:

Doing a general clean of each church on Sunday following Masses. Locking up and securing churches on Sundays.  
Any repairs that could be classified as reasonable.  
Vacuum all carpets in churches  
Wash all floors in church (especially during winter season)  
Clean bathrooms  
Responsible for shovel and salting steps, sidewalks, and entrances on weekends assisting other maintenance team members  
Wash windows  
Empty garbage  
Dust and clear any cobwebs  
Ensure properties are safe and secure at all times.  
Assisting in cleaning of school facilities if needed for special events  
Setup/break down for special events  
Replace lights  
Other tasks as given by pastor, business manager, director of maintenance or as certain needs arise

### Additional Qualifications

This person will rotate between the various sites of the family providing maintenance assistance within the Family of Parishes.

Physically needs to be able to lift 50pounds and occasionally work from a ladder

Good communication skills and self-starter. Needs to be able to recognize when something needs cleaning or repair and take the charge.

**Reports to** Pastor, Senior Parochial Vicar, Parochial Vicar, Business Manager, Director of Maintenance

**Collaborates with** Assigned Priests of Family, Family Coordinator, Technical Director, Business Manager, other maintenance staffs from sites

**Interested parties should contact Marie Schwab at the Family Office, 716-692-2660 or by email [business@rcct.faith](mailto:business@rcct.faith)**

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**\*\* The parishes of the Roman Catholic Community of the Tonawandas are equal opportunity employers.**

**Last updated by:** Pastor January 8, 2026

Family Offices  
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