

Position Title	Supervisor	Classification
Cathedral Porter	Facilities Administrator	Nonexempt
Signature	Date	Signature
		Date

Purpose of the position: Provides cleaning and related maintenance services as assigned

Specific duties and responsibilities:

- Responsible for the daily cleaning of the Cathedral building, Cathedral Hall, and direct surrounding areas to ensure they are kept looking pristine and orderly at all times.
- Monitor, maintain, and clean all restrooms, nave, narthex, bridal areas, vesting and work sacristies, choir loft, confessionals, and all other common areas.
- General understanding of all operating systems including lighting, thermostat, intruder, etc. and a general understanding of plumbing, electric, HVAC, sound, fire notification/suppression equipment
- Responsible for directly supervising and confirming completion of assigned tasks as defined in this job description of all cleaning volunteers.
- Responsible for setting up events in the Cathedral and Cathedral Hall
- Report needed facilities repairs or requests to the facilities administrator
- Must be able to read and interpret written and oral instructions provided in English and to communicate clearly with staff, visitors, and supervisors.
- Maintain stock of cleaning / consumable supplies and restock as needed.
- Must be able to carefully follow all safety and personnel rules and regulations.
- Perform other duties as assigned
- Work closely with the Facilities Coordinator and cross-train in as many areas as possible
- Work closely with the Housekeeping supervisor and cross-train in as many areas as possible

Qualifications

- Previous experience with janitorial tasks including floor care, kitchen and bathroom cleanliness, window cleaning, trash removal, and other means of ensuring the cleanliness of facilities.
- Thorough knowledge of cleaning materials, equipment, and techniques and their safe application
- Must possess a high school diploma or equivalent
- Must be able to work nights and weekends as needed
- Must possess a valid Tennessee drivers license
- Must be able to pass a background check successfully
- English and Spanish bi-lingual a plus

Other

- Must be comfortable working at heights and in confined spaces
- Must be able to lift 80 lbs and complete repetitive tasks
- Must be able to walk the property several times daily
- Dress code required