



Part-Time General Laborer

Job Summary

Under general supervision, performs manual labor tasks and supports operations of the Facilities department. 20 hours per week (scheduled during the workday).

Primary Duties

- Cleans up various materials (such as boxes, trash, etc.) from seminary buildings and grounds including emptying outside trash receptacles.
- Assists painter and other facilities staff.
- Handles and transports materials (e.g. boxes) and equipment (e.g. ladders).
- Assists in relocating office furniture.
- Follows instructions from supervisor to perform manual labor tasks (e.g. digging, stacking up goods).
- Helps with setting up and taking down furniture for meetings (e.g. tables, chairs, podiums).
- Reports issues with equipment or unsafe conditions.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned, specific duties and responsibilities may vary based upon departmental needs.

Minimum Qualifications

Experience: None.

St. Mary's Seminary requires that all faculty, staff, seminarians, religious, and administrators receive COVID-19 vaccination unless exempted in accordance with Seminary policy.

Required Knowledge/Skills/Abilities

- Ability to meet the physical demands of the job (standing for long periods of time, lifting heavy loads of up to 40 pounds, etc.).
- Good hand-eye coordination.
- Familiarity with power tools and machinery is a plus.
- Communication and teamwork skills.
- Commitment to safety rules.
- Helps with setting up and taking down furniture for meetings (e.g. tables, chairs, podiums).
- Reports issues with equipment or unsafe conditions.

Reporting Relationships

Directly Accountable to: the Director of Physical Plant

Classification

This position is non-exempt.

Applying

Contact jobs@stmarys.edu with position title in subject line.