

JOB DESCRIPTION

POSITION NAME:	PARISH:
REPORTS TO:	EFFECTIVE DATE:
CLASSIFICATION:	APPROVED:

GENERAL STATEMENT OF DUTIES:

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

A. _____

B. _____

C. _____

D. _____

E. _____

COLLABORATIVE RELATIONSHIPS

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

PARISH EVENTS

- Support and assist with parish wide events as needed.

ADDITIONAL DUTIES

- _____
- _____
- _____
- _____
- _____
- _____
- _____

QUALITIES AND SKILLS AND EXPERIENCE

- Must be an active member of a Catholic community to express personal knowledge of the Catholic faith and commitment to Catholic ideals.
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- Must complete the online Safe Environment training.
- Confidentiality must be strictly adhered to.
- Successfully pass a Level II (FBI) criminal history background check and attend Safe Environment Training Prior to Employment

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS SUPPLEMENT

WORK ENVIRONMENT	Seldom	Occasional	Frequent
Cold (50F or less)			
Heat (90F or more)			
Humidity			
Noise			
VDT/CRT use			
Driving			
Standing			
Sitting			
Walking			
Bending			
Climbing			
Learning			
Thinking			
Concentrating			
Work with others			
Repetitive Movements			

EQUIPMENT AND MACHINERY USE	Seldom	Occasional	Frequent
Copier			
Keyboard			
Telephone			
Facsimile (FAX)			
Calculator			
Computer			
Mouse			
Printer			
Power Tools			
Ladder			
Lawn Equipment			
Other Equipment			

MOVING EQUIPMENT AND SUPPLIES	Seldom	Occasional	Frequent
Light (Under 5 lbs.)			
Moderate (5-20- lbs.)			
Heavy (Over 20 lbs.)			
Description of Movement			
Lift/Lower			
Carry			
Push/Pull			
Reach Above			
Crawling under a desk			

OTHER REQUIREMENTS	Seldom	Occasional	Frequent
Visual Acuity: Near			
Visual Acuity: Far			
Color Perception			
Hearing			
Speech			
Travel:			
Local			
National			
International			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

INCUMBENT: _____

DATE: _____

PASTOR: _____

DATE: _____

Reviewed and Updated: