



JOB DESCRIPTION

St. Anthony Shrine

Job Title: Maintenance Assistant Temp

Department: Facilities

Reports to: Facilities Supervisor

Location: St. Anthony Shrine
100 Arch Street
Boston, MA 02110

FLSA Status: Full-time, Non-exempt TEMPORARY ASSIGNMENT 6-8 WEEKS

Hours: 40 hours per week

Prepared Date: June 30, 2025

Approved by: Fr. Thomas Conway, OFM

SUMMARY

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the **Maintenance Assistant** to work in accordance with this Mission.

St. Anthony Shrine, the “Church on Arch Street” is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Our Lady of Guadalupe Province. The central focus of the Shrine’s ministry has remained constant for 70 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through 20 Masses per week, as well as the Sacrament of Reconciliation and numerous outreach and evangelical ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

The Maintenance Assistant reports to the Facilities Supervisor at St. Anthony Shrine, who will assign all projects and work requests during the course of the day. This is a temporary position, expected for six to eight weeks.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

1. Work under the direction of the Facilities Supervisor on the **primary task of replacing steam valves**.
2. Replace light bulbs as needed.
3. Rubbish removal related to the maintenance tasks.
4. Perform additional duties as assigned or emergency tasks as they may arise.

ADDITIONAL RESPONSIBILITIES

In addition to the tasks outlined above, it is a requirement of the Maintenance Assistant to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our Franciscan Values in the Workplace, which are: service, humility, peacemaking, contemplation and collegiality.
4. Comply with all St. Anthony Shrine safety rules and procedures.

REQUIRED QUALIFICATIONS

1. Ability to work independently with minimal supervision to complete task on time.
2. General knowledge of both hand and power tools
3. Work environment may include working in small spaces, mechanical rooms, rooftops and other outdoor areas
4. Oral communication skills
5. Ability to maintain a safe and confidential environment.
6. Knowledge of electrical and plumbing repairs a plus.

ADDITIONAL REQUIREMENTS

1. Be on call as necessary, some evenings and weekend work.
2. Must be available and able to respond at a moments notice in case of emergency.
3. Communicate daily with Facilities Supervisor.

EDUCATION AND/OR EXPERIENCE

1. High School Diploma or GED
2. One to two years of maintenance experience preferably in a residential environment.

PHYSICAL DEMANDS

1. Must be able to lift heavy objects up to 50lbs. independently.
2. Climb and be comfortable with heights.
3. Bend, stand, and reach for long periods of time.
4. Ability to climb ladders up to twenty feet high

WORK ENVIRONMENT

Professional office in a business/residential religious (Franciscan, Roman Catholic) building. Some duties in very warm temperatures during summer with also some duties in very cold temperatures in the winter.

HOURS

Monday through Friday 7:30am to 3:30pm with occasional after hours and weekend work required based on the needs of the Shrine.

WAGE RATE

\$35 - \$45 per hour, depending on experience level and skill set.