

COMPETENCIES:

Competence	Definition
Microsoft Office	Basic knowledge of word processing and email
Virtus Safe Environment	Must be certified and in current good standing with diocesan training
Parish Data Systems	Ability to learn census software to manage class lists and contacts

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand			x	
Walk		x		
Sit		x		
Talk or hear				x
Use hands or fingers, handle or feel		x		
Push//Pull		x		
Stoop, kneel, crouch or crawl		x		
Reach with hands and arms		x		
Stair climbing		x		

This job requires that weight be lifted or force be exerted

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.				x
Up to 25 lbs.	x			
Up to 50 lbs.	x			

This job has special vision requirements.

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 inches or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are straight ahead)
- Depth Perception (three dimensional vision; ability to judge distances and spatial relationship)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)

X No Special Vision Requirements

Specific demands not listed:

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions

The typical noise level for the work environment is:
Check all that apply.

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- x Ability to hear alarms on equipment
- x Ability to hear students/individual calls
- x Ability to hear instructions from department staff

REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands

	0	1-2	3-4	5-6	7+
A. Right only		x			
B. Left only		x			
C. Both		x			

Grasping: simple/light:

A. Right only		x			
B. Left only		x			
C. Both		x			

Grasping: Firm/heavy:

A. Right only	x				
B. Left only	x				
C. Both	x				

Fine Dexterity:

A. Right only	x				
B. Left only	x				
C. Both	x				

To apply, complete a uniform job application available at

<https://www.allsaintslockport.org/job-opportunities>

and submit by mail to:

Human Resources
All Saints Roman Catholic Parish
76 Church Street
Lockport NY 14094

Or via email to: office@allsaintslockport.org