

Maintenance / Janitor **Job Vacancy**

St. Francis de Sales Central Catholic School is currently seeking a laborer in the areas of maintenance and janitorial duties.

Job Posting Date: Monday, November 6, 2023

Effective Start Date: ASAP (no more than two weeks of hired date)

Pay Grade: \$22.50 / hr

Work Days: Monday-Friday (12 months)

Work Hours: Hours will vary based on the season. Standard hours will range from 25-35 hours per week (in the 8:00-3:00 time frame). Non-standard hours may extend beyond the 8:00-3:00 time frame (i.e. when snow removal is required in the early morning).

Benefit Package: Health Insurance
Dental Insurance
Vision Insurance
403(b) Plan
Paid Time Off (including holiday pay)

Position Objective: We are looking for a motivated and skilled maintenance / janitor worker to perform upkeep tasks such as repairs and cleaning. The candidate will be responsible for applying basic fixes to equipment and building systems, and ensure facilities are tidy and functional. Having a strong work ethic as well as being reliable with a keen eye for detail are the first steps to getting this job. The ideal candidate will have experience, as well as solid skills in the area of equipment. The candidate must also possess manual dexterity, physical stamina, and the ability to be on his/her feet for long hours throughout the day.

Duties & Responsibilities (These duties are a representative sample; position assignments may vary):

- Ability to work independently with minimal supervision
- Perform cleaning duties in assigned school areas
- Perform fixes on campus such as repairing broken locks, dry-wall, etc.
- Install appliances and equipment; assemble and construct items
- Upkeep the campus by mowing, collecting trash, painting etc.
- Assemble and/or utilize snow equipment for snow removal
- Conduct maintenance tasks such as changing light bulbs and ballasts

- Inspect and troubleshoot equipment and systems
- Check functionality of safety equipment (fire alarm, etc.)
- Collaborate with workers and other professionals during renovations
- Ensure school campus is secured
- Other duties and responsibilities as assigned

Education & Experience:

- High School Diploma or equivalent
- Proven experience and/or competence in similar position is recommended

Key Competencies:

- Self-motivation
- Painting
- Dry-wall repairs
- Experience using hand and electrical tools
- High energy level
- Attention to detail
- High work standards
- Stress tolerance
- Initiative
- Physical endurance
- Adaptability
- Work well within the structure of the organization
- Problem solving skills
- Integrity and good time management skills
- Ability to prioritize duties
- Ability to work in high places such as a roof, ladder, lift, etc.
- Ability to lift, carry, or stack heavy objects

*All interested applicants are to email their resume to Principal Arthur Moore at amoore@sfccs.org.