



ST. JOSEPH SCHOOL  
Seattle's Jesuit Parish School

# Employment Opportunity

## **Position: Project Maintenance Custodian**

### **Type of Position: Seasonal, full-time, hourly (not eligible for benefits)**

Hourly rate: this position is in line with the current minimum wage

Hours: Monday through Friday 7:00 am – 3:30 pm

This is a temporary position: June-September

## **Our Mission**

The mission of St. Joseph School is to create a faith-centered community that educates and inspires students to reach their God-given potential. All are welcome in a Catholic school, regardless of race, religion, sexual orientation, political beliefs, or personal history. We educate because we are Catholic and strive to be a welcoming community for all people. By choosing a Catholic school, you are entering into a relationship that sees the parent as the child's primary educator and the school as a primary partner in the child's education. We are proud to continue the Ignatian tradition of care for the whole person in our quest for the *magis*.

## **Job Summary**

The St. Joseph School Project Maintenance Custodian performs various maintenance, cleaning, and other tasks as assigned. The maintenance custodian assumes responsibility for a wide variety of campus locations and reports to the Director of Campus Facilities. This is a temporary summer position.

## **Responsibilities**

- Complete daily work assignments and assist other custodians/maintenance staff as needed
- Know and execute building security procedures as needed
- Maintain excellent communication with the Director of Campus Facilities
- Observe safety and health regulations as well as safe cleaning practices
- Establish and maintain a cooperative and effective working relationship with faculty/staff
- Report all required repairs, and damage to facility/furniture such as broken windows/blinds, running toilets, light fixtures, and locks to the supervisor as soon as discovered

## **Typical Duties:**

- Moving furniture safely and efficiently

- Moving tools and materials safely and efficiently
- Support maintenance staff
- Secure all windows and doors
- Change all desk gliders as needed
- Operate/Maintain all equipment as instructed
- Clean/remove all graffiti as soon as discovered or reported
- Properly sort recycling and garbage
- Maintain clean and organized work areas
- Pressure washing, sweeping, shoveling
- Empty and clean all wastebaskets
- Dust all horizontal surfaces, vents, and furniture
- Clean work area and remove debris

Physical requirements necessary to perform essential duties:

- Stand/walk for prolonged periods of time
- Lift up to 50 lbs. frequently
- Lift up to 100 lbs. occasionally
- Climb ladders and work at heights
- Work outdoors in all types of weather

## **Qualifications**

The successful candidate will:

- Communicate effectively with others
- Work as a team with other custodians and supervisors
- Follow written and oral instructions
- Recognize hazardous situations and conduct work in a safe manner
- Maintain the security of the facility
- Work independently
- Adapt to non-routine occurrences/schedule changes.
- Identify and properly use hand tools.

## **Application Process**

Please [submit your cover letter and resume in PDF format via email](#).