



# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

## JOB POSTING

**Position:** Maintenance Person

**Hours:** 2:30 – 10:30 p.m. Monday – Friday (weekends as needed)

**Reports to:** Director of Facilities

### JOB SUMMARY

Work together with the Director of Facilities and other maintenance personnel to perform whatever duties are necessary to maintain campus buildings and grounds including the setup, support and teardown of events as well as performing repairs, preventive maintenance, and general cleaning and upkeep to buildings, grounds, facilities, and equipment.

### ESSENTIAL FUNCTIONS

- Provide routine maintenance and cleaning of the facility.
- Supervision of evening activities in the building.
- Identify and report problems or areas on the property/building that need addressed.

### PRIMARY FUNCTIONS

- Perform janitorial responsibilities, including trash removal, cleaning and maintaining classrooms, restrooms and public areas as assigned.
- Help with setup and tear down for special events, meetings and functions.
- Tend to seasonal items such as salt application, mulching around building and gardens, cleaning of windows, painting, and floor refinishing.
- Change light bulbs or ballasts to keep lights in working order, replace ceiling and floor tiles as needed.
- Unloading of delivery trucks and stocking products where appropriate.
- Moving and hauling of classroom furniture as needed.
- Take appropriate action to resolve immediate safety issues and maintain a functional environment and respond to immediate safety and/or operational concerns such as addressing alarms and handling facility damage and emergencies according to procedures.
- Work cooperatively and collaboratively with others as assigned.
- Perform other duties as assigned by the Director of Facilities.

**Deadline for applications: November 12, 2021**

Send resume to:  
Mrs. Holly Martens  
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Toledo, OH 43606

or [HMartens@toledosua.org](mailto:HMartens@toledosua.org)