



# ST. URSULA ACADEMY

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

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## JOB POSTING

**Position:** Janitor

**Hours:** Flexible 40 hours/week, requires weekend hours

**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 a clean, safe, and presentable building and grounds. This includes the setup, support and teardown of events as well as general upkeep to buildings, grounds, facilities and equipment.

### ESSENTIAL FUNCTIONS

Cleaning of the facility;

Supervision of weekend/evening activities in the building;

Identification and reporting of problems or areas on the property/building that need addressed.

### PRIMARY FUNCTIONS

Perform janitorial responsibilities, including trash removal, 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;

Take appropriate action to resolve immediate safety issues and maintain a functional environment;

Work cooperatively and collaboratively with others as assigned;

Perform other duties as assigned by the Director of Facilities.

**Deadline for applications: December 10, 2018**

Send resume to:

Mr. Bart Schwab

St. Ursula Academy

4025 Indian Rd.

Toledo, OH 43606

Or email to:

[bschwab@toledosua.org](mailto:bschwab@toledosua.org)