



Position: Full-Time Maintenance- Afternoon Shift

Position Summary: Archbishop Hoban High School is seeking a dependable maintenance worker to perform essential upkeep tasks throughout our building. This position is responsible for a wide variety of activities such as repairs and cleaning to ensure our building is safe, clean and functional. Self-motivation with a keen eye for detail is essential for this position, as the ideal candidate will have solid work experience and technical knowledge. The ability to work well with others and to work effectively and efficiently with good safety practices are necessary for this position.

We are a private Catholic school in the heart of east Akron and rooted in the Holy Cross tradition. Our Holy Cross values are essential to our identity and philosophy of educating the hearts as well as the minds of our students. We celebrate our diversity, value each person and welcome one another with the hospitality of Christ. Our Holy Cross educators nurture student achievement and growth through collaborative planning and execution of curricula and encourage an expectation of lifelong learning.

Position Responsibilities:

- Perform daily cleaning and prepare the building for students, faculty, staff and visitors.
- Building upkeep, maintenance and cleaning functions for seasonal specific projects.
- Closing the building and surveying its condition and cleanliness daily.
- Assist with urgent repair and maintenance projects.
- Inspect the building and its systems for the purpose of identifying necessary repairs and perform preventive maintenance procedures in accordance with maintenance schedules.
- Identify and report all safety issues to the Facilities Director immediately.
- Respond to emergency situations for the purpose of resolving immediate safety concerns.
- Prepares and paints various surfaces for the purpose of protecting school property and/or building maintenance.
- Support and assist all departments as required for the purpose of the completion of their activities.
- Visible presence in the school, including interactions with faculty, staff, students and their families.
- The ability to remain flexible to prioritize assignments set forth by management.
- Develop and maintain courteous working relationships with facilities vendors and contractors.

Benefits:

- In support of our employees and their families beyond the classroom we offer a comprehensive benefits package that includes medical, dental, vision, life insurance, an employee assistance program, generous sick time, personal and professional paid time, 401k match and additional employer contribution, fitness center, Hoban store discounts and year-long spiritual engagement opportunities.

We invite qualified candidates to complete our online application at www.hoban.org or call Human Resources at 330-773-6658 ext. 255.