



POSITION TITLE: Maintenance (part-time; up to 20 hours per week)

St. John's Episcopal Parish Day School is distinguished by 70 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of Tampa, St. John's provides an exceptional education for 595 students in pre-kindergarten through eighth grade. The School's core values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are *Empowered to Lead, Inspired to Serve*. A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates our campuses.

POSITION DESCRIPTION

St. John's seeks an enthusiastic professional to support our maintenance team. This is a part-time position (up to 20 hours per week) with an immediate start date.

Qualifications

- Minimum of two years' maintenance experience.
- Air conditioning, plumbing, electrical, and/or construction experience a plus.
- Ability to function independently and in collaboration with maintenance team, school staff, and parent volunteers.
- Ability to be self-directed.
- Must pass a background check and drug test.

RESPONSIBILITIES / ESSENTIAL FUNCTIONS

Daily Workload

- Open building (alarm, lights, A/C, set out yard signs, etc.).
- Blow off sidewalks, parking areas, play areas, etc.
- Set up tables & chairs in the student lunchroom for lunch.
- Wipe down student lunchroom tables between the lunches, empty trash.
- Wipe down tables after all lunches, pick up tables and place them against the wall, stack chairs against the wall; sweep & mop floors.
- Before leaving for the day, bring in all the yard signs, etc.
- Other duties as assigned by the Director of the Division.

Other Duties

- Repair A/C, plumbing, electrical issues as needed.
- Change A/C filters (Primary Division: monthly; Lower & Middle Divisions: bi-annually).
- Clean offices, classrooms, bathrooms, as needed.
- Keep gutters clean of leaves & debris.
- Landscaping (Primary & Middle Divisions).
- Twice per month, test the batteries in all emergency lights in the School.

- Other duties as assigned by the Director of the Division.

Events Coordination

- Assist with set-up & break-down of school events.
- Other duties as assigned by the Director of the Division.

Summer Workload

- Prep and paint entrance to the school, classrooms, hallways, offices, and deck.
- Clean floors & carpets.
- Clean windows, screens, and windowsills.
- Make any building repairs.
- Move student supply boxes to classrooms.
- Discard empty boxes, unused furniture, and trash.
- Other duties as assigned by the Director of the Division.

St. John's Episcopal School is an exceptional work environment with low employee turnover. This position provides a truly outstanding individual the opportunity to join Tampa's premier K(4)-8 school and truly 'make a difference' in the lives of children and colleagues. Qualified candidates are invited to submit a current resume, cover letter, salary requirements, and list of not fewer than three references to Diane Scott, Executive Assistant to the Head of School, at dscott@stjohnseagles.org. St. John's is an Equal Opportunity Employer.