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# ST. URSULA ACADEMY

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

<b>Job Title:</b>	<b>Custodial Position</b>
<b>Reports to:</b>	Director of Finance and Administration
<b>Position location:</b>	Toledo, Ohio

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**Position Purpose:** Work together with the Director of Facilities and other custodial 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.

## **Mission:**

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

## **Core Responsibilities:**

1. Supports and promotes the Mission, Vision, and Strategic Plan of St. Ursula Academy and the Ursuline Core Values, which are an integral part of our school community.
2. Works cooperatively with other personnel and departments to ensure a welcoming environment for students, parents, and visitors to the school.
3. Performs other duties as requested by the Director of Finance in addition to what is listed below.

## **Essential Duties and Responsibilities:**

- 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.
- 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.



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- 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.

## **Experience, Knowledge, Skills, and Abilities:**

- 1-3 years of experience in similar position.
- Flexible and able to independently problem solve, to analyze issues and to create action plans.
- Understanding of codes, regulations and laws related to the job functions, standard construction documents, health and safety standards, safety practices and procedures, general knowledge of building systems.
- Able to review a schedule with a number of activities, meetings, and/or events.
- Proficient in Microsoft Office Software products.
- Active listener with excellent interpersonal, oral and written communication skills.
- Team player with demonstrated ability to work collaboratively.
- Able to work with frequent interruptions.

The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not to be construed as an exhaustive list of duties performed by the incumbent.

**Hours:** Full Time **Rate of Pay:** Hourly with rate commensurate with experience.

Please respond by submitting cover letter, resume, and list of three professional references to Holly Martens, Director of Finance. [hmartens@toledosua.org](mailto:hmartens@toledosua.org)