



# HOLY NAME SCHOOL

## **Position:** Custodial & Facilities Coordinator

**Reports to:** Principal

**Schedule:** 40 hours per week with flexibility for events and weather-related needs

**Position Summary:** Holy Name School, a Catholic PK–8 school rooted in faith and academic excellence, is seeking a dedicated and reliable Custodial & Facilities Coordinator to support the daily operations, safety, and appearance of our campus. This individual plays an important role in maintaining a clean, safe, and welcoming environment that reflects the mission and values of Holy Name School and supports the life of our school community.

The ideal candidate is proactive, dependable, and takes pride in caring for both the school building and grounds. This person should work collaboratively with faculty, staff, students, and families while helping to ensure that our campus remains a welcoming place where students can grow academically, spiritually, and personally.

### **Mission Alignment**

- Supports and upholds the mission of Holy Name School and the teachings and values of the Catholic Church
- Contributes to a positive, respectful, faith-filled, and welcoming school environment
- Interacts professionally, courteously, and compassionately with students, families, faculty, staff, and visitors

## **Job Responsibilities**

### **Daily Cleaning & Custodial Responsibilities**

- Carry out daily custodial responsibilities to preserve the cleanliness, safety, and appearance of classrooms, bathrooms, offices, common areas, and other school facilities.
- Remove trash and recycling throughout the school building and Emmaus house and transport waste to designated disposal areas.
- Ensure school spaces are maintained in accordance with health and safety standards.
- Support a welcoming and well-cared-for campus environment that reflects the mission and values of Holy Name School.

### **Building Maintenance & Operations Responsibilities**

- Perform routine maintenance and basic repairs throughout the school, including:
  - Painting, minor carpentry, and general building upkeep
  - Repairing fixtures, furniture, and minor mechanical issues
- Assist in monitoring and maintaining essential building systems, including:



## HOLY NAME SCHOOL

- Boiler, heating and cooling systems, HVAC, compressor, and phone systems
- Generator and other critical infrastructure systems
- Help ensure compliance with all health and safety regulations, including asbestos awareness and monitoring requirements (training provided as needed)
- Work collaboratively with the Principal to identify, prioritize, and plan larger maintenance and facility improvement projects
- Assist with coordinating and following through on contracted maintenance and repair work in collaboration with school administration
- Coordinate and oversee required inspections, including fire, building, and health
- Collaborate with the principal to monitor inventory and order necessary maintenance and custodial supplies, including paper products, cleaning materials, and facility supplies
- Support lunchroom cleanup and supervision routines alongside middle school students as part of fostering responsibility and pride in our school community at Holy Name School

### Groundskeeping

- Maintain school and Emmaus house grounds throughout the year, including:
  - Lawn mowing, edging, and general landscaping
  - Maintain the school's lawnmower
  - Mulching, planting, and seasonal upkeep
- Ensure outdoor spaces are safe, clean, and presentable
- Powerwashing the play structures as needed

### Seasonal & Event Support Responsibilities

- Coordinate and assist with snow and ice management to ensure safe access to the school campus and Emmaus house, including:
  - Managing and communicating with contracted snow plowing services
  - Monitoring weather conditions and assessing campus safety needs
  - Shoveling, salting, and treating walkways, entrances, and other high-traffic areas as needed to ensure the safety of students, staff, and visitors
- Assist with the setup, breakdown, and logistical support of school events, meetings, and activities, including:
  - Arranging tables, chairs, staging, and equipment
  - Preparing facilities before events and restoring spaces afterward
- Support school-wide projects, facility improvements, and special initiatives as directed by the Principal
- Respond to seasonal maintenance needs and emergencies to help ensure the smooth operation of the school throughout the year
- Contribute to creating a safe, welcoming, and well-maintained environment that supports the mission of Holy Name School and the success of its students, families, and staff.



## HOLY NAME SCHOOL

### Qualifications

- Prior experience in maintenance, custodial work, or facilities management preferred
- Basic knowledge of plumbing, electrical, HVAC, and general repair work
- Ability to operate maintenance equipment safely (lawn equipment, snow removal tools, etc.)
- Willingness to complete required safety trainings (including asbestos awareness)
- Strong work ethic, reliability, and attention to detail
- Ability to work independently and as part of a team
- Commitment to supporting a Catholic school environment

### Physical Requirements

- Ability to lift, carry, push, and pull up to 50-60 pounds
- Ability to stand, walk, bend, and perform physical labor for extended periods
- Ability to work indoors and outdoors in varying weather conditions
- Ability to use a ladder for access to loft and roof areas.

### Additional Expectations

- Flexibility to adjust schedule as needed for weather events or school functions
- Strong communication with school leadership regarding facility needs
- Commitment to maintaining a safe and welcoming environment for all
  - Serving on the school's safety response team
- Coordinating and working with the School Board as it pertains to building needs and strategic planning
- Other tasks and responsibilities as assigned by the Principal or designee

*Interested candidates should send a resume and letter of interest to Megan dos Santos, principal, at [mdossantos@hnsfr.org](mailto:mdossantos@hnsfr.org).*