

CLEANING AND MAINTENANCE PART-TIME TEAM MEMBER

MERCY HIGH SCHOOL, BURLINGAME

Department: Operations and Maintenance

Reports to: Director of Maintenance and Facilities

FLSA Status: Non-Exempt

Prepared Date: November 2, 2022

Position Summary And Responsibilities: Works closely with the Director of Maintenance and Facilities to assist with a variety of cleaning and maintenance duties and to support the day to day cleaning and maintenance needs of the school. The job is a part-time, hourly, 12-month position reporting to the Director of Facilities and Operations. Maintenance and Cleaning Team Members are needed to support Saturday and Sunday cleaning and Kohl Mansion rental needs. Part-time shifts are available as needed on Saturdays and Sundays from 7AM-3:30PM and/or 3PM-11:30PM.

Responsibilities include, but are not limited to:

- Dusting and cleaning ceiling vents, surface areas, and counter surfaces
- Performs general sweeping, scrubbing, mopping of hardwood, laminate, or tiled floors
- Using vacuuming equipment; vacuums and cleans carpets, perform further treatments such as shampoo or stain-removal as needed
- Disposing of trash from bins and containers
- Polishing furniture and room accessories as needed
- Scrubbing sinks, basins, and toilets in private and public bathrooms
- Cleaning windows, glass surfaces, and mirrors
- Maintaining and upkeep of all cleaning equipment, supplies, and products
- Ensuring safe and sanitary storage and care of products
- Keeping all public spaces neat and tidy
- Reporting repairs and replacements needed when encountered on the job
- Plan, organize, and execute all facility requests in a timely manner
- Work with the Director of Facilities and Custodial Supervisor to coordinate facilities projects and order necessary materials, etc.
- Help perform preventive maintenance and repair work in a historic building
- Research alternatives and make suggestions to streamline operations.
- Coordinate projects around the school calendar including supporting third party facility rentals as well as after school, weekend, and summer programs

Qualifications •

This position requires:

- the ability to follow verbal directions
- strong interpersonal skills

- Ability to obtain, understand, and give adequate consideration to others' priorities, opinions, and concerns, is able to work with a diverse constituency and staff.
- the ability to multi-task
- good communication skills
- Ability to be a motivated self-starter who can work well alone or with a partner or team
- Reliable and punctual with dedicated professionalism to job and duties
- Able to adapt to changing schedules or routines; excellent time management skills
- Pays attention to detail when cleaning
- Organized and able to follow a schedule
- Physically able to reach, stretch, bend, and walk during the daily routine, with ability to stand for long lengths of time; physically able to push and carry cleaning tools for extended periods of time; ability to lift up to 25 to 30 pounds
- General knowledge of cleaning products, supplies, and techniques for cleaning
- Able to work nights, weekends, and occasional holidays
- Knowledge of common building hardware such as locks, doors, door openers, lavatory fixtures, lighting fixtures and equipment, basic plumbing, electrical, appliances and light construction.
- High integrity and accountability; exceptional attention to detail and accuracy.
- Positive attitude
- Team player with the ability to take clear instructions
- Reliable, responsible, and safety-minded
- Demonstrated expertise and experience with hands-on campus, facilities, and/or operations experience. The physical ability to supervise and/or personally perform any and all facilities and operations related tasks on/across a multi-story, multi-building, multi-level, campus.
- Must be willing and able to climb ladders and work in areas that are difficult to maneuver through (such as attics and crawl spaces). Must be capable of lifting objects as heavy as 50 pounds.
- Environmental Conditions: Exposure to high temperatures, seasonal changes, lubrication agents, dust, hazardous materials such as swimming pool chemicals, loud or unpleasant noises. May be exposed to cramped working spaces and areas/tasks where caution must be exercised to insure safety.
- Background/fingerprint check required
- COVID vaccination required

Any offer of employment is dependent upon successful completion of Livescan background check TB test results, and COVID vaccination. Hourly pay is \$20/ hour.

Interested applicants should send a resume to Lynn Beal, Administrative Assistant for the Head of School, Mercy High School, Burlingame lbeal@mercyhsb.com No phone calls.

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard

to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)