

## **Holy Rosary Parish Custodian**

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Holy Rosary School and Parish in West Seattle is seeking a full-time maintenance and custodial employee to work a weekday (M-F) mid-day shift at the school and parish (10:00 - 6:30). This is a full-time position (40 hours/week) and includes medical/dental/vision benefits

### **I. POSITION PURPOSE**

Assists in the ministry of Holy Rosary Parish of forming disciples of Jesus Christ by cleaning and maintaining the parish buildings and grounds.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Assures the parish and school buildings are maintained in a clean and orderly manner. Responsibilities include cleaning of floors, furniture, restrooms, emptying trash, and washing windows.
- B. Assures the parish and school buildings are secured by locking doors and securing windows as directed or as necessary.
- C. Performs minor maintenance on the school buildings as directed by the Plant Manager
- D. Provides other general assistance as needed through setting up of tables and chairs in the school facilities as requested, hauling and moving items, and picking up parts or other equipment as requested by the supervisor.
- E. Assures the collection and disposal of garbage from all school facilities, and the school grounds, into the dumpster.
- F. Maintains an inventory of supplies needed for cleaning and informs the Facilities Supervisor of any inventory needs.

### **III. Preferred Qualifications:**

- A. Previous experience in cleaning, maintenance, or other related fields
- B. Ability to handle physical workload
- C. Strong attention to detail
- D. Strong organizational skills

### **IV. Statement of Vaccination Requirement – Condition of Employment**

The Governor's Proclamation 21-14.2 requires all employees of educational institutions (schools) to be fully vaccinated against COVID-19 unless a medical or religious (moral/ethical) exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination.

**In addition to completing your application online, please send your resume to Principal Anna Horton ([ahorton@holynosaryws.org](mailto:ahorton@holynosaryws.org)).**