



Job Posting: Custodian and Maintenance
Assumption Catholic School
Beginning April 2024

Assumption Catholic School is seeking a year-round school custodian for the following position. The position will begin in April 2024. All qualified applicants are encouraged to apply.

Reports to: Elementary Principal

Employment status: Non-exempt (eligible for overtime pay)

Composition: 40 hours per week, including benefits

Hours of Duty

- Employees hours of duty are:
 - 3 pm to 11 pm; Monday to Friday during the school year
 - 8 am to 4 pm on holidays and during summer hours (flexibility here)

Duties:

- Cleaning classrooms nightly: vacuuming, dusting, emptying garbage
- Cleaning bathrooms nightly
- General maintenance to include replacing light bulbs, small construction, and minor repairs
- Maintaining the HVAC system by replacing filters and belts regularly
- Basic painting
- Standard plumbing repairs- drains, leaks, toilets, etc.
- Moving furniture, carpet cleaning, etc.
- Repairs to small appliances like vacuums

Competencies

- A. Customer/Client Focus
- B. Communication Proficiency
- C. Problem Solving/Analysis
- D. Project Management
- E. Highly Organized
- F. Independent Worker

Hourly rate: This is negotiable based on experience. The hourly rate ranges from \$18-\$21 per hour, depending on experience. Any hourly rate is determined based on internal equity, internal

salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.

Benefits: A comprehensive package of benefits is offered including two medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.

Physical & Other Requirements

- Work is regularly performed in school office, classrooms, basement and storage environments and is regularly exposed to dust, odors, oil, fumes and noise.
- Work is also performed outside on the grounds (sometimes in inclement weather).
- Employee is regularly required to talk or hear. Must be able to stand, walk, use hands and fingers, reach with hands and arms, and lift a minimum of 40 pounds. Use of man-lifts and ladders is also required.
- Employee must have reliable transportation with liability insurance and a valid driver's license.
- Will be required to take a background check and meet Archdiocesan Safe Environment training requirements (initial three- hour class and regular online updates).
- Must attend annual training by Archdiocese for facilities personnel.
- Upon hire, will be required to complete AHERA Asbestos and Blood Borne Pathogens training provided by employer.

Application procedures:

Please email the following items or send by mail to the school principal and bookkeeper:

- 1.) List all work experience
- 2) Letter of introduction
- 3) At least three professional references

Please fill out the following online:

Application for employment with the Archdiocese of Seattle found [here](#).

<https://www.applitrack.com/seattlearch/OnlineApp/default.aspx>

The job posting can be found on the school's website at school.assumption.org.

Interviews will take place about 1-2 weeks after the application is submitted.

Deadline for applications: Open until filled.

Please email your application documents to
theoffice@assumption.school

Or send by mail to:

Angie King and Dan Anderson

Revised 6.29.12

% Assumption Catholic School
2116 Cornwall Avenue
Bellingham, WA 98225