

Custodian and Maintenance Position
St. Catherine School and Parish
Valley City, North Dakota

Position Type: Full-Time (40 hours/week, Year-Round)

Salary: \$19.23–\$22.00 per hour, DOE (Dependent on Experience)

Schedule: Flexible, with most hours to be completed during school sessions. Example schedules: 9:00 AM–5:30 PM or 6:00 AM–2:30 PM.

Job Description:

St. Catherine School and Parish in Valley City, North Dakota, is seeking a dedicated and detail-oriented **Custodian and Maintenance Professional** to oversee the cleaning, upkeep, and light maintenance of our school, parish office, and other buildings. This is a year-round position with deep cleaning and maintenance projects occurring during summer. The individual in this role will be critical in supporting our mission: "**Inspiring Excellence Through Faith, Learning, and Service.**"

Responsibilities Include:

1. Custodial Duties:

- Clean and maintain all areas of the school, parish office, and parish buildings, including but not limited to:
 - Bathrooms, hallways, gymnasium, cafeteria, kitchen, classrooms, and offices.
- Perform daily, weekly, and seasonal cleaning tasks such as mopping, vacuuming, trash disposal, and dusting.
- Replenish supplies in restrooms, kitchens, and other areas as needed.
- Coordinate the ordering of supplies with the office.

2. Maintenance Duties:

- Perform light maintenance and minor repairs throughout the school, gym building, parish office, and church.
- Coordinate and oversee larger maintenance projects with contractors and vendors.
- Conduct regular inspections of facilities to identify and address potential issues proactively.
- Ensure compliance with safety and building codes.

3. Summer Deep Cleaning and Maintenance:

- Undertake deep cleaning tasks in all facilities during the summer months.
- Complete maintenance projects and prepare the school and parish buildings for the upcoming academic year.

4. Communication and Coordination:

- Work collaboratively with staff to meet facility needs, including preparing spaces for events or special occasions.
- Communicate effectively with the school office and parish administration regarding supply needs, project updates, and scheduling.
- Be flexible to work outside of regular hours, when necessary, particularly for emergencies or special events.

Preferred Qualifications:

- Prior custodial or maintenance experience is highly preferred.
- Experience working in a school or similar environment is an asset.
- Preference will be given to Catholic candidates who align with the mission and values of St. Catherine School and Parish.

Requirements:

- Must have at least a high school diploma or equivalent.
- Must be a self-starter with excellent communication skills.
- Must be physically able to lift at least 50 pounds and navigate a building with multiple staircases.
- Must demonstrate reliability, flexibility, and strong organizational skills.
- Ability to work independently and manage time effectively to complete tasks.
- Must pass a background check before employment.

Work Environment:

- Includes the school building, parish office, gymnasium, and church.
- The position may involve occasional outdoor work or irregular hours based on school or parish needs.

Supervision:

The Custodian and Maintenance Professional will report directly to the **Principal** and the **Pastor** of St. Catherine School and Parish.

Schedule:

The schedule will be coordinated based on applicant availability and school needs, with most hours to be worked during school sessions. Flexible options include:

- 9:00 AM–5:30 PM
- 6:00 AM–2:30 PM

Benefits Package:

- **Paid Time Off:** Includes vacation time, sick time, professional leave, bereavement leave, and religious retreat time.
 - **Health Insurance:** Single health policy included.
 - **Retirement Benefits:** 6% retirement contribution after one year of employment. Employees must work at least 1,000 hours within the year to qualify.
 - **Tuition Discount:** Full tuition discount for any dependents attending St. Catherine School (grades K–6).
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How to Apply:

Interested applicants should submit the following:

- Cover letter
- Resume
- At least three references

Applications should be sent directly to:

Nicholas Lee

Principal, St. Catherine School

Email: nicholas.lee1@k12.nd.us

Applications will be reviewed on a rolling basis until the position is filled. A hopeful start date for this position is **January 2, 2025**.

We look forward to welcoming a dedicated individual to our team who will help us maintain the high standards and values of St. Catherine School and Parish.