



# Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

A search is underway at Hill-Murray for an experienced professional to serve as a Building and Grounds Specialist.

## **Expectation:**

Reporting to the Supervisor of Building Grounds, the Building and Grounds Specialist provides general cleaning and groundskeeping. Tasks are assigned in order to meet the high standards for cleanliness, safety, good repair, and appearance for the Hill-Murray School community.

## **Essential Duties and Responsibilities:**

- Maintain all grounds on the school campus including: parking lots, sidewalks, fields, lawn, and all common use areas.
- Knowledge of Building Maintenance, Electrical, Plumbing, Carpentry, Locks, and minor building repairs
- Knowledge of custodial procedures and products to complete daily responsibilities in a timely manner
- Ability to use, operate, and care for custodial equipment (vacuum cleaners, floor machines, etc.)
- Help with special events and set up/take down of equipment as directed by supervisors
- Responsible for closing and securing school when directed to do so by supervisors
- Assist with traffic control during student drop-off and pick-up times
- Other duties, as assigned

## **Qualifications:**

- Able to support the mission of the school
- Ability to follow written and oral instructions and have good communication skills
- Ability to perform physical labor over an extended period; must be able to bend, climb ladders and lift up to 75 lbs.
- Must be able to work overtime, be on call, work holidays, when needed, and be flexible to work different shifts, as requested.
- High School education or equivalent (Preferred)
- Landscape Maintenance: 3 years (Required)
- Building Maintenance: 2 years (Required)
- Driver's License (Required)

## **General Responsibilities of Catholic School Employment:**

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, so as to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

## **Compensation and Benefits:**

This is a Monday-Friday, 12-month, full-time, non-exempt position and offers complete access to Hill-Murray's Benefits package. Pay: From \$18-\$22/hour

## **Application Guidelines:**

For consideration, please submit your resume as one PDF to [bgjohnson@hill-murray.org](mailto:bgjohnson@hill-murray.org).

This job will be posted until filled.