



# St. Ignatius Catholic School

Holy Apostles

6180 N. Meridian Road, Meridian, Idaho 83646

[www.stignatiusmeridian.net](http://www.stignatiusmeridian.net)

208.888.4759

Thank you for your interest in a position at St. Ignatius Catholic School. Please complete the following application and return all items to St. Ignatius Catholic School.

1. Roman Catholic Diocese of Boise Application
2. Resume including references
3. Completed applicant questions (attached)

Once your application packet has been received, you will receive a confirmation email. Incomplete packets will not be accepted. If you have any questions or would like additional information about the hiring process, please call or email me.

Sincerely,

Andi Kane  
St. Ignatius Catholic School Principal

Email complete materials (preferred method) to: [employment@stignatiusmeridian.org](mailto:employment@stignatiusmeridian.org)

Mail packets to:

St. Ignatius Catholic School

Attn: Andi Kane

6180 N Meridian Rd.

Meridian, ID. 83646

Phone: 208-888-4759



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**POSITION TITLE:** Facilities and Maintenance Manager

**JOB SUMMARY:** The Facility Manager is responsible for maintaining the facility and grounds at St. Ignatius Catholic school.

**PRIMARY FUNCTION:**

The facilities manager is responsible for maintaining the school buildings and grounds. This includes coordinating custodial duties, taking care of upkeep and repairs, and ensuring that the building and grounds are safe and functional. This person must have a clear understanding of acceptable business practices in relationship to church teachings. This person may interact and/or collaborate with the principal, business manager, custodial staff, faculty, and students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Support the mission and philosophy of St. Ignatius Catholic School;
- Adhere to the Code of Conduct and policies and procedures of the school and the Diocese of Boise;
- Maintain professional, cooperative, and friendly relationships with students, parents, visitors, and all staff;
- Manage the building security functions including the alarm system, electronic door systems
- Maintain and keep accurate record of all keys and building access capacities
- Serve as first point of contact for alarm systems (ie: fire and security)
- Conduct safety inspections and complete reports required by Catholic Mutual Group;
- Walk through the building daily to check for safety and upkeep;
- Respond to any urgent facility needs that may require unexpected after hours on site assistance;
- Coordinate with contractors and/or vendors for building upkeep, projects, and/or maintenance such as repairs, remodels, inspections, etc;
- Maintain a facilities budget;
- Work with ground maintenance company and ensure upkeep of school grounds;
- Ensure proper removal of snow and ice prior to staff and students arriving on campus during inclement weather days;
- Order and inventory cleaning and maintenance supplies;
- Participate in facilities committee meetings
- Coordinate summer work to deep clean and conduct building repairs and improvements;
- Maintain custodial and facility equipment and ensure equipment is in working order;
- Assist and coordinate cleaning of parish/Church for major school events



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- Assist and coordinate cleaning of gym, Commons, and bathrooms including restocking supplies following events;
- Assist the kitchen staff as needed including:
  - Daily custodial tasks;
  - Required safety inspections;
  - Equipment maintenance and upkeep;
- Work with HSA and other groups using the facility to ensure proper training of facility use and offer support as needed;
- Work with custodial staff to ensure the building is properly cleaned;
  - Facilitate timelines and lists as needed
  - Assist with high-need cleaning times such as but not limited to lunch periods, high traffic walkways that may track mud, water or snow.
  - Train custodial staff as needed for proper cleaning, disinfecting, etc.

## OTHER DUTIES:

- Support Principal's designee in the absence of the Principal;
- Call for substitute staff when needed;
- Perform other related duties as required.

## COMPETENCY REQUIREMENTS

Ability to:

- Communicate effectively orally and in writing to children and adults;
- Operate office equipment including a computer and job-related software such as Word, Excel, or others;
- Perform a variety of clerical and administrative support duties;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Follow written and oral instructions;
- Maintain records efficiently and accurately and prepare clear and concise reports;
- Maintain effective working relationships with students, staff, parents, and other members of the community;
- Perform time management and scheduling functions, meet deadlines, and set task priorities; and

## QUALIFICATIONS

- High school diploma or GED equivalency; and



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- General maintenance experience that provides the knowledge and abilities necessary to perform as an effective and competent Facilities Manager.

## ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents, and process and organize them in a prescribed order;
- Sufficient personal mobility, flexibility, balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 pounds;
- This position may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping.



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## St. Ignatius Catholic School Applicant Questions

Please answer the following questions and return with your application packet. You may choose to answer this on a separate page.

1. Why do you want to work at St. Ignatius Catholic School?
2. Describe your experience in maintenance/custodial work.
3. How would you describe your work ethic?
4. If selected to be a member of the St. Ignatius staff, what unique gift, talent, strength, or interest would you bring to the community?

Please select position/positions for which you would be qualified:

- ☐ Facilities Manager
- ☐ Custodian