



Our Lady of Fatima Academy

Part Time Maintenance Position
2024-2025 School Year
Our Lady of Fatima Academy
San Clemente, CA

Mission Statement: Our Lady of Fatima Academy operates as a ministry of Our Lady of Fatima Parish. Our mission is to partner with parents, the primary educators of their children, to provide a Catholic Christ-centered, academically excellent, and safe school environment where all children can achieve their God-given potential and make a positive difference in the world.

ESSENTIAL DUTIES:

- Under general supervision from the Principal
- Performs custodial duties such as cleaning classrooms, offices and bathrooms, and maintaining custodial equipment.
- Assists in keeping the school site and grounds clean and in orderly condition.
- Performs other related duties as assigned.
- Repair of items in and outside of buildings.

REQUIREMENTS

- Possesses knowledge of methods, procedures, materials, equipment, and chemicals used in custodial duties.
- Is able to speak basic English
- Works safely and establishes a safe environment; reacts quickly in emergency situations to maximize human safety.
- Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.
- Communicates effectively orally and in writing.
- Works with students, faculty, staff, and general public in a pleasant and cooperative manner.
- Possesses knowledge of school policies, rules, and regulations.
- Understands and follows oral and written instructions and completes assignments in an independent manner.
- Is able to lift heavy items
- Maintains professional confidentiality and works collaboratively with peers.
- Other Responsibilities as designated by the principal.
- Pay contingent on education and experience - Hourly Range - \$20-\$25/hour

APPLICATION PROCESS:

- Please send current resume with cover letter to: Brett Minter, Principal (bminter@olfschool.net)