

Archdiocese of San Francisco, Department of Catholic Schools
Job Posting- School Facilities Manager

Date: April 18, 2018

School Name: Saint Brigid School

Title: School Facilities Manager

Hourly Pay Rate: _____

Purpose of Position:

To perform and orchestrate a broad array of facilities maintenance tasks under the direction of the school administration. Present a positive image when communicating with faculty, staff, and parent community. Properly handle all confidential matters.

Employment Status: Part-time, Non-Exempt, 10-15 hours per week

School Address: 2250 Franklin St. SF CA 94109

Contact Persons: Sister Angeles Marin & Mrs. Malia Peterson, Co-Principals

Job Description:

- Provides basic maintenance services such as touch up painting, lighting replacement, minor repairs etc.
- Serves as coordinator of parent volunteers with trade skills to support maintenance and repairs.

Requirements/Qualifications:

- Basic knowledge of building operation and maintenance requirements.
- Strong organizational skills and attention to detail.
- Initiating leader – self starter
- Ability to relate positively and effectively with staff, students, parents, and school leadership.

Work Hours:

- Estimated at 10-15 hours per week, flexible schedule.

Application Instructions: Interested applicants should submit a letter of application and resume by mail or email to:

Malia Peterson, Co-Principal, Saint Brigid School, 2250 Franklin St. SF, CA 94109

mpeterson@saintbrigidsf.org

Or

Sister Angeles Marin, Co-Principal, Saint Brigid School, 2250 Franklin St. SF, CA 94109

principal@saintbrigidsf.org