

**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](mailto:mpeterson@saintbrigidsf.org)

Or

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

[principal@saintbrigidsf.org](mailto:principal@saintbrigidsf.org)