

**Wanted: Part Time School Maintenance
St. Vitus School, 2017-2018 School Year**

Work Schedule:

Varies: Twenty (20) to Twenty-five (25) plus hours per week

Job Description: Part-time Maintenance: The maintenance staff of St. Vitus School must be friendly and interact well with staff, parents, and students. Maintenance staff members must be flexible in work and schedule to handle problems and deliveries as they arise. The individuals must be well rounded in maintenance skills to perform the basic repairs and maintenance required in a school with limited staff and means.

Duties Defined:

- 1.) Arrive at school by 1:00 PM each week day.
- 2.) Lock building entry doors.
- 3.) Vacuum all carpeted rooms.
- 4.) Dust rooms as needed.
- 5.) Wash glass doors and show cases.
- 6.) Wash drinking fountains and sinks.
- 7.) Empty trash as needed.
- 8.) Clean bathrooms including mopping/wet mopping floors.
- 9.) Assist in summer all school cleaning.
- 10.) Perform any other appropriate duty requested by Principal, Pastor or Business Manager.
- 11.) Must register and comply with the Diocese of Pittsburgh Safe Environment Program.

Applicants should contact the school office at 724-654-9297