



## Full Time Maintenance Staff

St. Michael's School, in central Tucson, is seeking full time maintenance staff to begin immediately. This

### Summary

The role of Maintenance Staff Position is responsible for the overall outdoor cleanliness of the campus.

### Specific Duties

Daily jobs:

- Check with Facilities Manager for special assignments.
- Liter Patrol (Monday and Thursday).
- Empty all recycling from campus (Tuesdays).
- Empty recycling from Teacher's lounge and work room (Tuesday and Thursday).
- Clean lunch tables daily.
- Put out traffic cones in parking lot.
- Maintenance landscaping on campus (as needed).
  - Rake Wetlands area.
  - Clean weeds and leaves in parking lot.
  - Clean weeds and leaves in east and south alleys.
  - Trim bushes as needed.
  - Trim trees as needed.
  - Look for and repair irrigation leaks.
- Clean drinking fountains.
- Clean microwaves.
- Clean trash cans.
- Daily pick up all the outside trash (after lunch).
- Finish any other items above not completed.
- Patrol parking lot from 3:20-4:00.
- Put away all parking lot signs and cones.
- Pull orange cones from park.
- Clean Windows and glass doors as needed.
- Anything else that comes up

### Compensation and Benefits

- Single medical insurance coverage, at a charge of \$25.00 per paycheck (BC/BS)
- Single dental insurance coverage (United Healthcare)
- Five-percent of salary (5%) contributed to the employee's retirement fund
- Four-percent of salary (4%) School match of contribution to employee's retirement fund
- Long-term disability insurance
- Life insurance (minimum \$50,000 policy)
- Paid time off

## **Reporting**

The Maintenance Staff Position reports to the Facilities Operations Manager.

## **About St. Michael's School**

St. Michael's School in Tucson, Arizona, is an Episcopal parish-affiliated K-8 co-educational day school enrolling approximately 300 students. Located 20 minutes from downtown Tucson in the Harold Bell Wright neighborhood, the historical eight-acre campus was originally designed by the renowned Tucson architect, Josias Joesler, and is shared with St. Michael and All Angels Church. Our historic campus offers a unique setting, where students and faculty alike demonstrate a sense of energy, imagination, and collaboration.

St. Michael's School has nurtured the hearts and minds of students since 1960. As an integral part of St. Michael and All Angels Parish, the School expects and promotes the individual's active commitment to personal integrity, service, and academic excellence. The St. Michael's School community reflects the values of the Episcopal Church and as such embraces cultural, racial, socioeconomic, and religious diversity. At St. Michael's, everyone seeks a broader perspective—an expanded understanding of each other, our community, and the larger world. St. Michael's is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

St. Michael's School is accredited by the Southwestern Association of Episcopal Schools (SAES) and is a member of the National Association of Episcopal Schools (NAES). St. Michael's School is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, national origin, ancestry, religion, sex, gender identity, age, disability, medical condition, sexual orientation, marital status, veteran status, or any other characteristic protected by law.

## **Application Process and Materials**

Please submit a cover letter and resume by email to [employment@stmichael.net](mailto:employment@stmichael.net) Consideration of all candidates will continue until an offer is made and accepted.