



*We are inspired by St. Francis Xavier, to GROW in our relationship with JESUS CHRIST,  
to EDUCATE our MINDS and SOULS, and to use FAITH and REASON to guide us, as we live our lives.*

**JOB POSTING**  
Monday-Friday

## **Position: Custodial & Facilities Coordinator (Full-Time)**

### **St. Francis Xavier School**

**Reports to:** Principal

**Schedule:** 40 hours per week (some flexibility for events, weather-related needs)

---

### **Position Summary**

St. Francis Xavier School, a Catholic PreK–8 community, is seeking a dedicated and reliable Maintenance Technician/Custodian to support the daily operations, safety, and appearance of our school campus. This individual plays a vital role in maintaining a clean, safe, and welcoming environment that reflects the values and mission of Catholic education.

The ideal candidate is proactive, hands-on, and takes pride in caring for both the building and grounds, while supporting the overall life of the school community.

---

### **Mission Alignment**

- Supports and upholds the mission and teachings of the Catholic Church
  - Contributes to a positive, respectful, and faith-filled school environment
  - Interacts professionally and courteously with students, staff, and families
-

## **Primary Responsibilities**

### **Daily Cleaning & Custodial Duties**

- Clean and maintain all school facilities, including:
    - Classrooms (floors, desks, trash removal)
      - Mopping of PreK classrooms daily
      - Mopping of K-8 classroom floors weekly
    - Hallways and common areas
    - Bathrooms (sanitizing, restocking supplies)
    - Gymnasium and multi-use spaces
    - Exterior Doors and Carpets
  - Ensure building cleanliness meets health and safety standards
  - Monitor and restock cleaning supplies as needed
- 

### **Building Maintenance**

- Perform routine maintenance and basic repairs, including:
    - Painting, minor carpentry, and general upkeep
    - Fixing fixtures, furniture, and minor mechanical issues
  - Monitor and assist with maintenance of key systems:
    - Boiler, heating/cooling systems, phone systems, compressor, HVAC
    - Generator and other essential infrastructure
  - Maintain compliance with safety standards, including:
    - Asbestos awareness and monitoring (training required/provided)
  - Work with the Principal to identify, plan, and prioritize larger maintenance projects
  - Support the coordination and follow-through of contracted maintenance work in collaboration with the principal
  - Coordinate and oversee all required inspections (fire, building, and health)
  - Collaborate with the Office Manager on ordering needed supplies (oil, paper towel, floor cleaner etc.)
  - Supports lunch cleanup with middle school students
- 

### **Groundskeeping**

- Maintain school grounds throughout the year, including:
  - Lawn mowing, edging, and general landscaping

- Maintain the school's lawnmover
    - Mulching, planting, and seasonal upkeep
    - Spring and fall clean-up
  - Ensure outdoor spaces are safe, clean, and presentable
  - Powerwashing the play structures as needed
- 

### **Seasonal & Event Support**

- Coordinate and/or assist with snow removal to ensure safe access to the building
    - Managing the plow service
    - Assuming responsibility for salting/shoveling as needed for student/staff safety
  - Assist with setup and breakdown for school events (tables, chairs, staging, etc.)
  - Support special projects and school needs as they arise
- 

### **Qualifications**

- Prior experience in maintenance, custodial work, or facilities management preferred
  - Basic knowledge of plumbing, electrical, HVAC, and general repair work
  - Ability to operate maintenance equipment safely (lawn equipment, snow removal tools, etc.)
  - Willingness to complete required safety trainings (including asbestos awareness)
  - Strong work ethic, reliability, and attention to detail
  - Ability to work independently and as part of a team
  - Commitment to supporting a Catholic school environment
- 

### **Physical Requirements**

- Ability to lift, carry, push, and pull up to 50-60 pounds
  - Ability to stand, walk, bend, and perform physical labor for extended periods
  - Ability to work indoors and outdoors in varying weather conditions
-

## **Additional Expectations**

- Flexibility to adjust schedule as needed for weather events or school functions
  - Strong communication with school leadership regarding facility needs
  - Commitment to maintaining a safe and welcoming environment for all
    - Serving on the school's safety response team
    - Coordinating and working with the School Board as it pertains to building needs and strategic planning
  - Other tasks and responsibilities as assigned by the Principal or designee
- 

## **Contact Information**

*Interested parties should send a resume and cover letter to [hrogers@sfxacushnet.com](mailto:hrogers@sfxacushnet.com)*