



# Saint Benedict Catholic Church



## Saint Benedict Catholic School

Richmond, Virginia

### **Maintenance Director**

**Saint Benedict Catholic Church and School** seek a Maintenance Director (30 – 40 hours per week) to begin immediately. The school is committed to partnering with parents and providing a traditional education in a faith filled environment. The church and school are centrally located in Richmond's Museum District, serving 600 families and 200 students.

The Maintenance Director is responsible for maintaining the parish, parish center, and parish school. As the only maintenance employee for the parish and school, the Maintenance Director will personally provide routine maintenance and coordinate work with outside contractors. Currently HVAC maintenance and janitorial services are contracted.

### **Applicant Requirements**

Applicant must

- Have knowledge and experience with rough carpentry, painting, simple plumbing and electrical work and basic equipment/facilities repairs
- Be able to easily lift up to 50 lbs.
- Be able to access all spaces in the school and parish buildings
- Be able to pass criminal background checks

Applicants should

- Be able to independently organize work and effectively manage use of time
- Be able to communicate clearly both verbally and in writing
- Be able to work with contractors to efficiently coordinate services

Candidates must submit a letter of interest, resume, and a Diocese of Richmond Application for Employment. Address your letter Elizabeth Hanson, Director of Finance and submit your materials to [ehanson@saintbenedictparish.org](mailto:ehanson@saintbenedictparish.org). *Materials are shared electronically so electronic submission is preferred.*

Web site: <http://www.saintbenedictschool.org/> and <http://www.saintbenedictparish.org>