



**BENILDE-ST. MARGARET'S
SCHOOL
Job Description**

Title: Maintenance / Event Coordinator	Incumbent(s)
Department: Facilities	Reports to (Title): Director of Facilities (and/or Maintenance Supervisor
FLSA Status: ___ Exempt <input checked="" type="checkbox"/> Non-exempt	Schedule: <input checked="" type="checkbox"/> Full time ___ Part-time ___%
<p>Position overview:</p> <p>Be a brand ambassador for BSM by coordinating all day-to-day event activities which will include working with other maintenance staff, volunteers, students, and parents.</p> <p>Examples of events include: Graduation, Conferences, Homecoming activities, Grandparents Day, Hall of Honor, Hall of Fame, Knightsbridge, Annual Gala, Masses, Board Meetings, Committee Meetings, Parent Meetings, Fall Workshops, Open Houses, Orientation, Testing Days, some athletic activities, others as assigned.</p> <p>Ensure a safe, secure, clean, and functional environment for BSM students, visitors, and coworkers. This will include cleaning the front office, cleaning during lunch periods, and general other clean up as assigned.</p> <p>Perform continuous review of school environment to address interior appearance to promote the image and brand of BSM.</p>	
<p>Responsibilities to BSM as a Catholic School:</p> <p>Except in the teaching of religion, it is not an essential prerequisite that all employees be Catholic. However, all employees are expected to respect the teaching of the Church. All employees should support in word and action the mission and philosophy of the school.</p>	
<p>Coordinate Events and Activities:</p> <ul style="list-style-type: none"> ○ Attend annual scheduling meeting for academics / events / activities ○ Review schedule and direct maintenance staff in event set ups and tear downs ○ Interface with faculty, staff and parent groups for event coordination ○ Purchase and / or rent supplies for events including but not limited to, tables, chairs, tablecloths, dishes, food for staff, drapery, stages, etc. ○ Move and deliver supplies and equipment required for each event ○ Set up room according to specifications from event owner ○ Make coffee, provide water / pop, snacks (setup specified by event owner) ○ Cleanup (dishes, trash, sink, return rental equipment) 	
<ul style="list-style-type: none"> ○ Cleaning: ○ Main office kitchen (also make coffee) ○ President's / Principals' offices ○ Faculty Lounge (also make coffee) 	



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<ul style="list-style-type: none"> ○ Girl's Locker Room ○ North Building Kitchen ○ Other spaces as assigned ○ Sweep and mop floors ○ Vacuum carpets ○ Wipe down counter tops and sinks ○ Clean coffee pots and microwave ovens ○ Clean out refrigerators once a month
<p>Lunchroom:</p> <ul style="list-style-type: none"> ○ Assigned a two hour shift each school day in lunchroom to provide a variety of support services ○ Clean tables and empty trash between and after all lunch periods ○ Manage recycling at lunch
<p>Purchasing:</p> <ul style="list-style-type: none"> ○ Order and maintain stock of maintenance supplies, paper products, cleaning supplies trash bags, cups, etc.
<p>Other Responsibilities-Maintenance</p> <ul style="list-style-type: none"> ○ Promote teamwork and compliance with BSM's mission, policies, and work rules ○ Minimum of one weekend a month on a rotating schedule during hours that the building is in use. Additional weekends could be necessary depending on additional events on weekends. (Maintenance for the most part does not work on Sundays) ○ Open or close building as assigned ○ Functions as an "essential personnel" role and operates in an environment where a sense of urgency is the norm. Communicate with school personnel to ensure events/activities setups and teardowns meet expectations. ○ Assume responsibility for other tasks and projects as they occur. ○ Actively promote positive image of maintenance department through high level of customer service to constituents. ○ Manage student workers in your areas. ○ Maintain confidentiality regarding students in work award program
<p>Athletics/Activities/Events:</p> <ul style="list-style-type: none"> ○ Customer service for Athletics when required.
<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school's administration may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>



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Interpersonal skills

1. Strong positive verbal and written communication skills.
2. Professional, approachable, and friendly.
3. Respectful of others.
4. High level of integrity.
5. Efficient and well organized.
6. Ability to work independently with little supervision.
7. Ability to handle difficult situations with tact and diplomacy.
8. Patient and calm demeanor under pressure.

Education / Experience (Minimum Required)

Numbers and Job Titles Reporting Directly to This Position:

Employee

Supervisor

Date

Date



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Job Demands and Conditions Analysis

Check the appropriate frequency column for all requirements that apply to the essential functions of the job being described.

O = Occasional, less than 1 time per week
S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time
C = Consistent, more than 2/3rds of the time
Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting				X	Works alone	X			
Standing		X			Works with others				X
Walking		X			Customers contact			X	
Lifting	X				Shift work	X			
Carrying	X				Extended day	X			
Pushing	X				Cold				
Bending at waist	X				Heat				
Twisting upper body		X			Temperature changes				
Climbing		X			Wet	X			
Balancing	X				Humid	X			
Kneeling	X				Noise	X			
Crouching	X				Confined area				
Crawling	X				High places				
Reaching		X			Work outdoors				
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards	X			
Talking				X	Electrical hazards	X			
Hearing				X	Explosive materials	X			
Vision acuity - near				X	Fumes	X			
Vision acuity - far				X	Odors	X			
Depth perception				X	Dusts	X			
Field of vision			X		Mists	X			
Color vision			X		Gases	X			
Driving	X				Poor ventilation				
Other					Other				