



SAINT IGNATIUS

Cleveland • Jesuit • 1886

Position Profile: Maintenance/Events Crew Leader- Second Shift

About the Position: Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an experienced Maintenance Worker. The ideal candidate will possess proven building maintenance skills, positive customer service orientation, ability to solve problems and work independently. In addition to providing maintenance to our historic buildings and facilities, this position also provides quality setup and cleanup service for all events occurring on the Saint Ignatius High School campus and often serves as the point of contact for visitors, students, faculty, staff, and event sponsors both inside and outside the school. This full-time, year round, position reports to the Director of Facilities and Events and includes participation in our generous benefits package.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for 130 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Primary Areas of Responsibility:

- Interact with campus event coordinators to complete all event setups and cleanups as directed in a timely and efficient manner.
- Provide customer service to all visitors, students, faculty, staff, and event sponsors
- Perform general maintenance requests including but not limited to lamp replacement, painting, furniture moves, and others as directed.
- Perform general cleaning of common areas, during and after events, as needed.
- Assist Security Team in regular lockdown of the campus.
- Recording daily job logs upon completion of shift.

Qualifications:

- 3 years of general maintenance experience preferred
- Ability to walk, climb, stretch, bend, and lift up to 50 pounds
- Supervisory experience preferred
- High school diploma required
- Valid driver’s license required

The successful candidate will also demonstrate the following:

- Ability to read, understand, and execute written plans and directions.
- Customer service focused and detail oriented.

- Good interpersonal communication skills.
- Professional attitude, demeanor, and work ethic.
- Ability to work both independently and in a team setting.
- Flexibility and willingness to work occasional weekends.
- Familiarity with unique Jesuit identity and school mission.

Our Workplace:

Praise, reverence and service should mark the relationship that exists not only between teachers and students, but among all members of the school community. Ideally Jesuit schools should be places where people are believed in, honored and cared for; where the natural talents and creative abilities of persons are recognized and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence; where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School is a Jesuit college-preparatory school with a Catholic tradition rooted in the Spiritual Exercises of St. Ignatius of Loyola. The school enrolls more than 1,450 students from 40 cities in a seven-county region. These young men enrich one another through learning in the classroom, creating in the arts, competing on the athletic fields and serving those in need.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of "Men for Others," there is a prime concern for the development of Christian values among all students.

Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the historic Ohio City neighborhood, Saint Ignatius occupies 18.5 acres with 18 buildings and three athletic fields. The faculty includes 109 members, 87 percent of whom have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact Tasha Pettigrew at (216) 651-0222 ext. 4461 for assistance.

**Submit electronically a letter of interest and resume to: SIHSPosting290@ignatius.edu.
No photographs please.**

Deadline: Friday, July 30, 2021