



311 FLOWER CITY PARK
ROCHESTER, NY 14615
585.458.3786
www.nazarethschools.org

MAINTENANCE/CUSTODIAN

We are looking for a skilled Maintenance Worker to perform tasks to include repairs and cleaning. You will be responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional.

This is a school setting which will require cleaning "accidents" and "sick calls." Ideal candidate should possess manual dexterity and physical stamina.

RESPONSIBILITIES:

- Perform cleaning such as mopping, dusting, etc.
- Perform minor fixes such as plumbing repairs, electrical repairs, broken locks, etc.
- Check control panels and electrical wiring to identify issues
- Conduct maintenance tasks such as replacing light bulbs, cleaning bathrooms, cleaning classrooms, etc.
- Ordering maintenance supplies and keeping an inventory of supplies
- Check functionality, inspect, and troubleshoot equipment and systems
- Conduct daily inspection of premises and equipment
- Perform preventative maintenance
- Handle basic repairs and maintenance
- Oversee contractors when professional repairs are necessary
- Repair machines, equipment, and structures as necessary
- Perform additional maintenance duties as requested
- Perform heavier and thorough cleaning during school vacations

REQUIREMENTS:

- Able to lift at least 25 lbs.
- Able to stand on a ladder
- Able to use hand and power tools (hammer, saw, drill, wrench, etc.)
- Experience performing routine maintenance
- Basic knowledge of HVAC, plumbing, and electrical systems
- Good communication and interpersonal skills
- Have physical stamina and dexterity
- Possess an eye for detail
- Able to work well with others
- Have strong organizational and follow up skills
- Have strong time management skills
- Nazareth serves children in Preschool through Grade 6.
- All COVID-19 protocols for schools are followed.

Please send cover letter and résumé to:

Mrs. Catherine Cerame | Nazareth Elementary School | 311 Flower City Park | Rochester, NY 14615
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