



**HOLY NAME OF JESUS CATHOLIC SCHOOL**  
*“Most sacred heart of Jesus, I place my trust in thee.”*

**Part Time Custodian Position**

Holy Name is a vibrant Catholic School located in the Outer Sunset District of San Francisco, where each child is valued and encouraged to be a committed member of our diverse Christian community.

**Summary:**

Holy Name School is currently seeking a part-time School Custodian to carry out the maintenance, custodial, and security requirements of our campus in San Francisco’s Outer Sunset neighborhood. The ideal candidate will possess a can-do attitude, a love of working with children and educators, and experience as a handyman.

**Maintenance & Custodial Responsibilities**

- Proactively identifying and solving facility issues to ensure a fun and safe environment for children
- Opening the building every morning, performing a security sweep, and clearing the entrance and outdoor play area of any debris that has appeared overnight
- Keeping the play yard clear of litter, leaves, sticks, and other debris
- Performing cleanup throughout day of building to ensure school is clean, safe, and welcoming
- Restocking of bathroom/hygiene supplies
- Identifying campus repairs and performing basic handyperson work
- Coordinating with external vendors and contractors to handle regular repairs and maintenance that cannot be handled internally
- Helping with ordering for the campus and accepting packages and other deliveries
- Organization and inventory of needed items
- Other daily Custodian duties: [Part Time Custodial Duties](#)

**Campus Safety & Security Responsibilities**

- Leading curbside pick-up and enforcing curbside policies with parents and other curbside staff
- Managing traffic and curbside team to ensure smooth drop-offs and pick-ups for families, including setting up of security cones
- Acting as a representative of Holy Name School to all parents and visitors
- Managing a relationship with security monitoring company to ensure campus security needs are being met
- Ensuring the safety and security of children during recess while using indoor and outdoor playgrounds
- Providing support to teachers when needed to ensure the safety of children
- Monitoring building security and responding to any issues that arise over weekends and during school closures

**Facilities Manager Responsibilities**

- open gates and building as needed for garbage pickup, events,
- coordinate with Athletic Director regarding open gym times for practices and games (if needed)
- responsible for gym tarp to cover court during events

**What You Can Expect**

Hours/Pay: 4-5 hours daily at a rate of \$22-25 per hour

The facilities coordinator should be an onsite presence Monday through Friday. Hours can be discussed.

Information about the school can be viewed at the school website: [www.holynamesf.com](http://www.holynamesf.com)

**Application Instructions:** Please mail or email cover letter, resume, and 2 letters of reference to

**Michael Miller, Principal - Holy Name School:**

**1560 40th Avenue, San Francisco, CA 94122**

[mmiller@holynamesf.com](mailto:mmiller@holynamesf.com)

*STATEMENT OF NON-DISCRIMINATION Holy Name Catholic School adheres to the following policy:*

*“All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment.”*

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~ Christ-like ~ Resourceful ~ Outstanding Citizens ~ Scholarly ~ Self-Respecting ~