



Christo Rey Philadelphia High School

JOB DESCRIPTION

Maintenance Team Member

Organization Summary

[Christo Rey Philadelphia High School](#), a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential. Founded in 2012 and based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 525 students in grades 9-12, drawing from low-income households across the city of Philadelphia as well as Camden.

Each student participates in the Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. This program helps prepare graduates for a successful start to their career after college completion.

Position Summary:

Christo Rey Philadelphia High School is seeking a Maintenance Worker to join our team of highly motivated and mission-driven professionals as a member of our Facilities Department. The Maintenance Team Member will serve as a key resource in the upkeep of our campus facility and will report to the Facilities Manager.

Duties and Responsibilities:

- Perform core cleaning activities, including sweeping, mopping, and dusting.
- Ensure that all surfaces are properly sanitized according to the policies of the school.
- Erect warning signs for wet or polished floors, aiming to protect students and staff members from the danger of slipping.
- Check school building control panels, and electric wiring to identify issues, and ensure that any obvious ones are seen immediately.
- Conduct a wide variety of maintenance tasks, including changing bulbs and replacing light fixtures, and handing items for classes.
- Inspect HVAC systems for problems or errors and troubleshoot them in an immediate manner.
- Check the functionality of safety systems, including alarms, and ensure that they are properly set and reset as required.
- Perform minor fixes, including broken locks, and damages to walls or windows.
- Install necessary appliances and equipment, specifically in kitchens and cafeterias.
- Ascertain that any need for building repairs is communicated to the school administration.
- Assist in the upkeep of school grounds, ensuring that they are made safe for students' activities.



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- • Create and maintain effective liaison with the Director of Operations to communicate resolved issues, and those needing attention.
- Paint and other repairs/renovations especially in summer work
- Additional duties as assigned.

Qualifications:

- A genuine and strong commitment to the mission of Cristo Rey Philadelphia High School.
- Ability to relate to a diverse population of students and parents a must.
- Maintain a positive and welcoming environment for parents, visitors, coworkers, and students
- Flexible attitude, ability to work as part of team.

Education and Experience:

- High School Diploma preferred
- Skills in basic repairs (electricity, plumbing, carpentry)
- Experience in education a plus, but not required.

Physical Requirements:

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in office space - reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, making phone calls.
- Must be able to lift heavy equipment, grasp, twist above the waist, band at the waist, climb ladder, enter crawl spaces, exertion of force, manipulation of hand and/or foot controls.
- Must be able to lift up to 50 lbs. and moving furniture and materials around the building for event setup and breakdown
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing.

Application Instructions:

Interested candidates should submit their resume to jointheteam@crphs.org.

Christo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and an entrepreneurial, results-oriented work culture. Salary is commensurate with experience.