

Holy Trinity Parish
749 6th Avenue South
South Saint Paul, MN 55075

SUMMER BUILDING MAINTENANCE

Position Title: Summer Building Maintenance

Reports To: Facilities Manager

Hours: 20-25 hours per week; Monday through Friday, 7:00 AM - 1:00 PM

Employment Duration: June, July, August

Pay Rate: \$15.00/hour

Age: 18+

POSITION OVERVIEW

We are seeking a dedicated individual to assist in the cleaning, repairing, and maintaining of our school building and grounds over the summer months. This role requires collaboration with the Facilities Manager and other staff members to ensure our facilities are well-maintained and safe. A physical exam is required before starting.

RESPONSIBILITIES

- Follow written and oral instructions from the Facilities Manager and staff.
- Perform cleaning procedures in classrooms, offices, restrooms, and the gymnasium.
- Operate cleaning equipment such as vacuums, floor auto scrubbers, and shop vacs.
- Use landscaping tools, including string trimmers, backpack blowers, and lawn mowers.
- Utilize hand tools like hammers, wrenches, cordless drills, saws, and more.
- Replace various light bulbs and work comfortably on ladders.
- Participate in painting, taping, and building tasks for classrooms and offices.
- Handle landscaping duties, including raking, tree trimming, and weeding.
- Maintain the ability to lift and carry up to 50 lbs.
- Work effectively in various weather conditions, including heat.

QUALIFICATIONS

- Strong attention to detail and a proactive attitude.
- Ability to work independently and as part of a team.
- Excellent communication skills and a willingness to learn.

APPLICATION INSTRUCTIONS

Please send a resume or letter of interest to the Facilities Manager:

Todd Salmonson | tsalmonson@holytrinityssp.org