

Our Lady of Lourdes is seeking a Manager of our Janitorial Department. Position is available for immediate start date for training. Our Lady of Lourdes Parish recently began oversight of St. Louis Parish 1.2 miles away where our South Campus for the school is located. This position includes managing the cleaning company and janitorial needs of both parishes and school campuses.

Manager of Janitorial

Job Description:

This position will report to the President of the school and/ or the Head of School at each campus. Performance review will be conducted after the first 6 months and again at the end of 12 months.

Weekly schedule: Monday- Friday. 8:00-2:00 + flexible hours for evening meetings

Responsibilities:

1. Manage night cleaning crew for Our Lady of Lourdes Parish and School at the North and South Campus as well as St. Louis parish. *(This includes getting bids/ hire outside cleaning crew as needs arise.)*
 - a. Oversight of duties that are not every day but needed on weekly/ monthly schedule- gym floor, art, and music room floors. (Weekly check-in with teachers to ensure this is happening.)
 - b. Ensure work is performed to the satisfaction of both parish and school. Managing cleaning staff with proper expectations and guidance.
 - c. Weekly meetings with cleaning staff.
 - d. Conduct performance reviews and set proper expectations for cleaning team.
2. Daily janitorial duties of all classrooms and floors, bathrooms, hallways, lunchrooms, offices, and the gym:
 - a. Setting up lunchrooms at each campus every day
 - b. Entry way cleaning
 - c. Rugs
 - d. Bathrooms
 - e. Drinking fountains
 - f. Windows
3. Work in partnership with Maintenance Department on restocking bathrooms.
4. Oversight and cleaning of both churches.
 - a. Work with cleaning crew to ensure all areas of both churches are getting cleaned.
 - b. Conduct daily walk throughs and clean any areas that are high use.
5. Work in partnership with Maintenance Department on larger projects that come up.
 - a. Set in place the proper procedure for submitting work orders and supporting staff to follow set procedures.
 - b. Work with Maintenance Department to prioritize projects.
6. Check in with administration daily for immediate needs.
7. Follow school calendar to prepare for events.
 - a. This includes coordinating set up, tear down and cleaning throughout the events.