



## Part-Time Facilities Associate

### School Description

Santa Catalina School is a vibrant, independent Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

### Position Summary

Santa Catalina School, a nationally recognized PreK-12 independent Catholic school in Monterey, California, is seeking a part-time Facilities Associate to be part of the maintenance team. This non-exempt position reports directly to the Maintenance Supervisor and is responsible for assisting with event setup and breakdown as well as parking for large events on campus. This position is a great opportunity for someone who has a full-time job or is a full-time college student to supplement their income with evening/weekend work. Schedules vary week to week and are dependent on the event schedule of the school.

### Position Description

The Facilities Associate is responsible for assisting with the setup and breakdown needs for school events. This includes, but is not limited to, moving and setting tables, chairs, decorative items, kitchen/athletic equipment, and all items necessary for school events. This position assists with parking on campus, which includes directing traffic and ensuring that parking is safe and orderly. The work of this position is varied and physically demanding at times. Much of the work required for this position is performed outside in varying weather conditions in the evening and/or on weekends. Shifts are on an as needed basis and can be flexible to accommodate other jobs and/or school commitments.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.



## **Essential Responsibilities**

- Facilitate staff and faculty requests for event setups and breakdowns
- Assist with parking and traffic control during large events at school

## **Other Responsibilities**

- Other duties as assigned

## **Qualifications**

- High school diploma or equivalent required
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law
- Valid CA driver's license with a clean driving record

## **Competencies**

- Excellent communication and interpersonal skills
- Approachable and welcoming demeanor
- Ability to work as part of a team to accomplish tasks
- Great attention to detail
- Able to work well under time pressure and able to meet tight deadlines
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Strong interpersonal skills, including good listening, humor, tact, intuition, and confidentiality
- Understanding of the dynamics of a school community
- Commitment to professional growth and education

## **Supervisory Responsibilities (if any)**

- This position does not supervise other employees.

## **Working Conditions and Compensation**

- Ability to be physically active in order to access by foot or mobile cart any and all areas of campus and to attend meetings and other job-related gatherings
- Ability to work in various positions, including, but not limited to, standing, bending over, crouching, sitting, reaching, driving (a cart) for extended periods of time, and needing to lift up to 50 lbs.
- This role primarily involves night and weekend hours
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Salary Range: \$17.00–19.00 per hour depending on experience



## **Equal Employment Opportunity**

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

## **To Apply**

Interested candidates should visit our website to complete and submit an application, resume, and cover letter:

<https://www.santacatalina.org/upper-school/who-we-are/employment>

Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact [employment@santacatalina.org](mailto:employment@santacatalina.org).