

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER
ENVIRONMENTAL SERVICES DIRECTOR – ST. LAWRENCE SEMINARY

Reports To: Facilities Manager
Date: 5/21

Department: Facilities
FLSA: Exempt

POSITION SUMMARY

The role of Environmental Services Director, at St. Lawrence Seminary High School, requires a collaborative approach with the Seminary's Rector/President, Business Manager and Facilities Manager. The Environmental Services Director is a working supervisor with some degree of cleaning duties. The Environment Services Director is responsible for the supervision of custodial staff in the cleaning, janitorial and/or limited grounds maintenance duties of the Seminary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ☐ Coordinate and oversees activities within custodial areas in the cleaning of the Seminary's campus, including but not limited to ordering equipment, furniture, and supplies.
- ☐ Interview, recommend for hire and manages summer cleaning staff.
- ☐ Performs cleaning and janitorial duties, limited grounds maintenance, and minor repair work including but not limited to:
 - Dry and wet cleaning, spray buffing or burnishing, scrubbing, stripping, finishing and floor carpet cleaning.
 - Daily bathroom checks.
 - Clean and scrub bathrooms toilets and urinals, spray and wipe mirrors, sink and counters, clean and sanitize showers, spot clean walls and high touch areas, refill supplies, remove trash and replace and tie liners, and clean glass entrances.
 - Ability to operate common cleaning machines.
 - Assists in control of sanitation.
- ☐ Assess and assign custodial related work orders.
- ☐ Supervises and trains employees.
- ☐ Performs employee evaluations.
- ☐ Responsible for MSDS inventory.
- ☐ Adheres to proper cleaning methods and procedures relating to equipment and supplies.
- ☐ Observes safety conditions and promotes a safe work environment.
- ☐ Assists the Facilities Manager in coordinating and planning projects.
- ☐ Reports accidents and or potential hazards to the Facilities Manager and Business Manager.
- ☐ Occasionally mends clothing for students and friars and assist with student stage productions in sewing costumes and set preparations.
- ☐ Construct and sew window coverings and other domestics needed for the campus.
- ☐ Assist the Play Director in wardrobe and set preparations for the seminary's theater productions.
- ☐ Coordinate and assist with set-up, break-down of meeting rooms and assembly areas.
- ☐ Perform seasonal environmental decorating.
- ☐ Performs laundry duties when needed.
- ☐ Assist with preparing custodial budget for each fiscal year.
- ☐ Employee demonstrates effective relationships with co-workers, employees, and public by exhibiting St. Lawrence Seminary mission and values.

- ❑ Demonstrates, exemplifies and supports the Capuchin Charism throughout all professional responsibilities and activities.
- ❑ Others duties as assigned by Rector/President.

KNOWLEDGE, SKILLS AND ABILITIES

- ❑ Ability to work independently and in collaboration with others.
- ❑ Ability to vision, demonstrate and implement interior and exterior design principles.
- ❑ Ability to successfully manage several tasks simultaneously.
- ❑ Ability to work flexible hours and some on-call weekends.
- ❑ Excellent time management, problem solving, organizational, and verbal communication skills.
- ❑ Must be understand liturgical seasons and special occasion set ups.
- ❑ Must be familiar with repair and maintenance of mechanical equipment of all types installed at the seminary. Person should be familiar with recognized safety procedures related to equipment repair.
- ❑ Professional demeanor and appearance.

EDUCATION, TRAINING AND EXPERIENCE

- ❑ High School graduate or equivalent and must have custodial abilities. Prior experience is preferred.
- ❑ Completion of Safeguarding All God's Family training.
- ❑ Valid driver's license required.
- ❑ Experience in multicultural and ethnic settings.
- ❑ Appreciation of the mission and a belief in the value of the spiritual and human development ministries.

WORKING CONDITIONS

- ❑ Required to maintain a clean, professional and safe work environment.
- ❑ Lifts and carries objects, tools, equipment and materials weighing up to 25 pounds.
- ❑ Climbs, balances, stoops, kneels crouches to make repairs or installations.
- ❑ Stands and walks part of the time.
- ❑ Subject to noise and vibration from operating equipment and machinery.

APPROVED BY:

Department Director/Date

Human Resources Director/Date

Job Description Review:

I have read, understand and will comply with the job description for the position of Environmental Services Director – St. Lawrence Seminary. I further understand I may be required to perform job-related duties not outlined in the job description. The above is intended to describe the general nature and level of work performed by people assigned to this position. It is not intended as an exhaustive statement of duties, responsibilities or qualifications. The most recently dated job description on file in Human Resources Department will be considered the official job description.

Employee Signature/Date