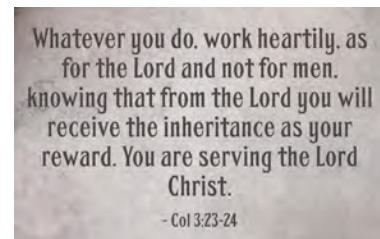


# St. Marcus Ev. Lutheran School

## Custodian & Assistant Facilities Technician

<b>Position</b>	Custodian & Assistant Facilities Technician
<b>Reports to</b>	Facilities Technician
<b>Position Objective</b>	St. Marcus Church and School lives and breathes its mission, vision and core values. As the first point of contact for both preventative and troubleshooting maintenance, the Custodian & Assistant Facilities Technician collaborates with all St. Marcus staff to create a clean, safe, functioning and welcoming environment for all regular occupants and guests of St. Marcus Church and School. As such, the ideal individual has expertise in exceptional custodial and janitorial services and general building maintenance along with excellent verbal and written communication skills.
<b>Compensation</b>	12 month salaried position with health, vision, and dental* benefits available. Salary will be commensurate with experience, \$28k-\$35k. *Dental will be at the cost of the employee.
<b>Work Hours</b>	<p><u>School Year &amp; Summer School Days 6:45 a.m. - 3:45 p.m. (1 hour break)</u></p> <p><u>Non-School/Non-Summer School Days: Projects &amp; Events based work days (as arranged with Facilities Technician)</u></p> <p><u>Extended Hours or Special Projects as needed for major events and space reservations*</u></p> <p><i>*at the direction of Facilities Technician; including but not limited to:</i></p> <ul style="list-style-type: none"> <li>- January: Quarterly Parent/Teacher Conferences; Staff Meeting Days</li> <li>- February: M-House Poetry; Open Enrollment Days</li> <li>- March: Staff Meeting Days; Wednesday Lenten Services/Easter Weekend</li> <li>- April: Wednesday Lenten Services/Easter Weekend</li> <li>- May: Kindergarten/Primary Grades/Middle School special presentations and ceremonies</li> <li>- June: Graduation; End-of-Year Teacher Meetings; Summer School Teacher Trainings; Juneteenth Celebration</li> <li>- July: New Teacher Training Week; Middle School Teacher Trainings; Whole-School Deep Cleanings</li> <li>- August: Faculty In-Service Week; Parent Meetings; First day of school preparations/events; Parent Lunch</li> <li>- September: M-House BBQ, 911 Walk and Ceremony</li> <li>- October: M-House Poetry; Quarterly Parent/Teacher Conferences</li> <li>- November: School Gala set-up days &amp; weekend; School Thanksgiving Lunch; Church Thanksgiving Meal</li> <li>- December: School Christmas Services; Church Christmas Services</li> <li>- Other major church &amp; school events or meetings, as requested/scheduled at direction of Facilities Technician</li> </ul>
<b>Time Off</b>	<p><u>Vacation, Holiday &amp; PTO</u></p> <ul style="list-style-type: none"> <li>- 1 week (5 days) during summer; working within facilities needs and project deadlines</li> <li>- 1 week (5 days) during during school year, on a non-school day*</li> <li>- 3 PTO days during school days &amp; 1 PTO day during Summer School</li> </ul> <p><u>Paid Holidays (Chronologically)</u></p> <ul style="list-style-type: none"> <li>- New Year's Day</li> <li>- Martin Luther King, Jr. Day</li> <li>- ½ Day on Good Friday</li> <li>- Memorial Day</li> <li>- 4th of July</li> <li>- Labor Day</li> <li>- Thanksgiving Day &amp; day after Thanksgiving</li> <li>- Christmas Day</li> </ul>
<b>Application Process</b>	Interested applicants should submit a completed Application for Employment (attached) to <a href="mailto:resume@stmarcus.org">resume@stmarcus.org</a> or drop it off in person at St. Marcus, 2215 N. Palmer Street, Milwaukee, WI 53212. If a resume and references are also available, please include with your application. Thank you!



### SUMMARY OF RESPONSIBILITIES & DUTIES TO ACHIEVE POSITION OBJECTIVE

**ST. MARCUS LUTHERAN CHURCH & SCHOOL**  
**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number & Street City State Zip Code

Phone \_\_\_\_\_ Are you over 18 years old? ☐ Yes ☐ No

Position Sought \_\_\_\_\_ ☐ Full Time ☐ Part Time

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever been convicted of a crime (felony or misdemeanor), or do you have pending criminal charges? ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

Have you ever been employed by St. Marcus Lutheran Church, School, or any of its affiliates? ☐ Yes ☐ No

**EDUCATION**

High School: \_\_\_\_\_  
School name City/State

Did you graduate? ☐ Yes ☐ No

College or Vocational School: \_\_\_\_\_  
School name City/State

Did you graduate? ☐ Yes ☐ No Degree earned: \_\_\_\_\_ Major: \_\_\_\_\_

Other degrees or training: \_\_\_\_\_  
School name City/State

Did you graduate? ☐ Yes ☐ No Degree earned: \_\_\_\_\_ Major: \_\_\_\_\_

**PROFESSIONAL LICENSES OR MEMBERSHIPS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL SKILLS (administrative, software, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EMPLOYMENT HISTORY** Please list most recent employment first.

Company	Address
Position	Phone
Dates of employment <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary
Duties	Reason for leaving

Company	Address
Position	Phone
Dates of employment <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary
Duties	Reason for leaving

Company	Address
Position	Phone
Dates of employment <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary
Duties	Reason for leaving

Company	Address
Position	Phone
Dates of employment <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary
Duties	Reason for leaving

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job? ☐ Yes ☐ No If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES**

Name	Relationship
Company	Phone

Name	Relationship
Company	Phone

Name	Relationship
Company	Phone

**CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize St. Marcus Lutheran Church and School to verify their accuracy and to obtain reference information on my work performance. I hereby release St. Marcus Lutheran Church and School from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process, shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will, and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_