

Student Red Crew Facilities Position

Andrean High School is a Roman Catholic, co-educational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andrean has an enrollment of approximately 400 students with a strong diverse student population. Andrean High School is an A-rated school, fully accredited by the North Central Association Commission on Accreditation and School Improvement Department of AdvancED.

School Mission: 59ers transform the world in positive, prophetic ways through faith, learning, leadership, and service.

Position Opening: **Student Red Crew Facilities / part time / Seasonal**

Contact: Mrs. Kelly Fitzgerald, Assistant Principal

Email: kfitzgerald@andreanhs.com

Phone: 219-887-5959, ext. 240

Process: **Application materials should be sent via email to:**

kfitzgerald@andreanhs.com

Application materials should include the following:

- Student Employee Application

Salary Range: TBA

Reporting Relationship: Reports to Director of Facilities / Maintenance Supervisor and Assistant Principal

Application Deadline: **Applications will be accepted until the position is filled.**

Job Goal:

Under direction, to maintain an assigned school facility (Andrean High School) in a clean, orderly, and secure manner following a predetermined schedule.

Essential functions and duties:

- **Keeps building and property clean**
- Performs general cleaning duties
- Pick up the paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities.
- Dust furniture, walls, and equipment
- Cleans windows, mirrors, and partitions with soap and water
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions
- Perform other tasks as assigned by the supervisor.
- Perform general custodial duties
- Performs seasonal grass cutting, edging, pruning, and other outside cleaning tasks.
- Cleaning of the Gym After Sporting Events.
- Cleaning of the Bleachers
- Sweeping of the Bleachers
- Blowing off of the Bleachers
- Spot Mopping any Spilled Food or Beverages
- Removing of the Bleacher Rails and returning the Bleachers to the in Position
- Changing of all Garbage Bags in Main Gym and also in Gym Lobby
- Changing of Garbage Bags in the Small Gym and also by the Weight room
- Vacuuming of the Entryway Matts around the School and also around the Gym
- Changing of the Front Sign
- Cleaning of the Football Bleachers and Surrounding Area
- Picking up Garbage around the Building
- Setting up for Mass
- Changing of all Hallway Garbage Bags
- Moving Tables and Chairs as Needed

Andrean High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair the performance of professional responsibilities. Being a practicing Catholic in good standing with the Catholic Church may be a requirement depending on the position sought.