



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

JOB DESCRIPTION

Job Title: Facilities Monitor	Employment Status: PT – 12 months
Department: Facilities	FLSA Status: Non-Exempt
Reports to: Director of Facilities	Prepared By: Human Resources
Direct Reports: None	Date: June 2023

Position Summary

The Facilities Monitor is responsible for maintaining the campus infrastructure to ensure a sanitary and safe environment for CDH employees, students and guests.

Essential Functions

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Serve as administrative point of contact for the Dean of Students and Director of Facilities during assigned shift
- Provide student supervision and entry control to school buildings after the conclusion of the school day
- Maintain the security of the CDH campus by:
 - Monitoring security camera system
 - Confronting or reporting unknown persons and suspicious situations
 - Conducting periodic foot patrols of campus
 - Closing and locking all doors and windows and ensuring security lights are operating at end of shift
- Assist with event set-ups and tear-downs
- Report any observed maintenance or building repair issues to the Director of Facilities
- Perform routine cleaning tasks as required to maintain a clean, safe, and professional environment

Competencies

- Proficiency in Microsoft Office, Google Workspace and position-specific software programs
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Commitment to the highest professional and ethical standards
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni and vendors

Supervision

This position reports to the Director of Facilities. Day to day supervision will be moderate with assistance as needed and regular meetings to review project status and priorities.

Work Environment

This position operates in a professional office/school environment and routinely uses standard office equipment including but not limited to computers, printers, phones, and copy machines. In this role, the employee will occasionally be exposed to dust and fumes, as well as chemical, electrical and mechanical hazards.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

This is primarily an active role, which requires the employee to be standing and/or walking approximately 80% of the shift. Additional physical requirements include twisting, bending, stooping, squatting, crouching, lifting (up to 15 pounds), reaching (up to 15 pounds overhead), and climbing stairs. The employee must further be able to lift between 40 and 80 pounds with mechanical assistance.

Expected Hours of Work

Typical work days and times for this position are afternoons, evenings and weekends.

Required Education and Experience

All employees of CDH are required to successfully complete the "Essential 3" requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.

- High school diploma or GED
- Demonstrated leadership skills and the ability to promote teamwork and motivate others to work towards common objectives

Preferred Experience

- Experience working in schools and maintaining clean and safe facilities

Cretin-Derham Hall is a Catholic co-educational high school serving 900+ students in grades nine through twelve. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic, Leadership, Community, Service, Diversity, and Equity.

Employment in and by a Catholic school is substantially different from secular employment. Cretin-Derham Hall employees must conduct themselves in a manner consistent with and supportive of the mission and purpose of the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet. Their public behavior must not violate the faith, morals or laws of the Catholic Church, such that it can embarrass or give rise to scandal. This position does not require that the employee be a Catholic. Reasonable accommodations will be made for the religious practices of employees not of the Roman Catholic faith.

Cretin-Derham Hall employees are expected to support the school's mission and goals by actively articulating them to CDH constituents and the wider community. Employees are expected to further support the mission by adhering to all school policies and procedures.

To Apply:

To apply, please send resume and cover letter to Regan McCormack, Human Resources Manager, at rmccormack@c-dh.org. Applications will be accepted until the position is filled.

Catholic	Academic	Service	Leadership	Community	Equity	Diversity
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