



Facilities Custodial/Associate
Full-time Non-Exempt Position
5:30 AM – 2:00 PM

The Facilities Associate/Custodial is to maintain proper stewardship of the school's buildings, equipment, and grounds. This position reports to the Facilities Supervisor.

Responsibilities:

- Support and work closely with the Facilities Supervisor to manage workflow, coordinate vendor projects, and maintain the facility, grounds, and vehicles.
- Assist in implementing the annual work plan for building operation and maintenance. Schedule and accomplish seasonal maintenance tasks.
- Assure that an adequate inventory of custodial, maintenance, and operation supplies is maintained.
- Perform custodial duties in buildings as needed.
- Perform miscellaneous minor maintenance and other light labor.
- Coordinate the set-up and clean-up of lunch and meeting rooms for daily lunch and various special events and functions.
- Assist with set-up and clean-up of assemblies, Mass, and other school gatherings.
- Provide general classroom and facilities set-up for the start of the school year and changing needs throughout the year.
- Other Duties as Assigned by Supervisor.

Requirements

- Must support the Mission Statement of Archbishop Murphy High School.
- Must have a high school diploma or equivalent.
- Must complete a pre-employment criminal background check and a 45-minute online sexual harassment (Virtus) Training.

Salary Range:(\$48,000-\$52,000) Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills, and prior relevant experience, degrees, and certifications.

Benefits: Benefits: A comprehensive package includes two medical plan options: dental, vision, life, accidental death and disability, long-term disability, pension, 403(b), HSA, and generous sick leave, vacation, and holidays.

Application Process: To apply, complete the Seattle Archdiocese Employment Application on the Seattle Archdiocese website:

<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>

After completion of the above online application, submit a cover letter and resume with acknowledgment of the application's completion to:

Samantha Morales, HR Manager, smorales@am-hs.org

Archbishop Murphy High School

12911 39th Ave SE

Everett, WA 98208

Our Mission

Archbishop Thomas J. Murphy High School is a Catholic college preparatory school that welcomes students of all faiths. True to the spirit of the Gospel, Archbishop Murphy High School nurtures the full development of the gifts God has given to each student, fosters service as an outgrowth of faith, and values diversity. Working with parents as partners in this educational ministry, we strive for academic excellence, spiritual enrichment, and Christ-like leadership for the transformation of the world.

Located in south Everett, Washington, Archbishop Murphy High School is a private Catholic high school known for its faith-filled community, academic excellence focusing on college preparation, active student involvement through Christian service, exceptional athletic programs, and various performing arts programs, clubs, and activities. We offer a safe, supportive environment with small class sizes and individual attention.

Archbishop Murphy High School does not discriminate in its employment decisions or practices based on gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation, or any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs. In keeping with its mission of providing a Catholic education, preference will be given to practicing Catholics when hiring.