HOLY FAMILY
CATHOLIC SCHOOL
Sts. THOMAS, GEORGE, PIUS

3005 W. Kathleen Avenue • Coeur d'Alene, ID 83815 • (208) 765-4327

JOB DESCRIPTION

Maintenance Worker

Position Type: Part-Time

Holy Family Catholic School is an elementary Preschool through 8th grade Catholic school in Coeur d'Alene with exceptional academic, faith-based traditions and a supportive community.

Holy Family Catholic School is seeking a dependable, hands-on Part-Time Maintenance Worker to help keep a safe, clean, and well-functioning campus. Working in a Catholic faith-filled environment, the maintenance worker performs routine upkeep, minor repairs, and general care of the school's buildings and grounds. Schedule and hours are flexible and will be determined based on the needs of the school.

Job Functions

- Upholds the philosophy of Catholic education and stewardship and models the teachings of the Catholic Church.
- Performs routine building maintenance and minor repairs, including plumbing, electrical, carpentry, painting, and general handyman tasks.
- Maintains the safety, cleanliness, and good working order of classrooms, restrooms, common areas, and grounds.
- Performs seasonal grounds care, including snow removal, landscaping, gardening, and general exterior upkeep.
- Inspects facilities and equipment regularly and reports or addresses safety concerns promptly.
- Assists with setup and takedown for school events, Masses, and activities.
- Operates and maintains hand tools, power tools, and maintenance equipment safely.
- Monitors and replenishes maintenance and cleaning supplies.
- Responds to maintenance requests from staff in a timely manner.

- Ensures the health, safety, and welfare of all students.
- Attends faculty and staff meetings as needed.

Professional Requirements

- Ability to implement effective planning and time-management skills.
- Ability to maintain professional confidentiality at all times.
- Willingness to adhere to the Code of Conduct and the policies and procedures of the school and the Catholic Diocese of Boise.
- Ability to stand, walk, climb, and lift up to 50 pounds and perform physical tasks throughout the workday.
- Reliable, self-directed, and able to work with minimal supervision.
- Participation in school faith activities such as Mass, prayer, retreats, and service projects, as well as school-sponsored events and community activities.
- Practicing Catholic or person of faith with a desire to model the teachings of Jesus in attitude and example while upholding the teachings and traditions of the Catholic Church.
- Must pass a background check and complete Safe Environment Training in accordance with diocesan policies.

Desired Qualifications

- Prior experience in building maintenance, custodial work, or a skilled trade preferred.
- Basic working knowledge of plumbing, electrical, HVAC, and carpentry.
- Valid driver's license.
- Experience working in a school or Catholic school setting preferred.

Application Instructions

To apply for the position, please submit the following to Sue Styren, Principal, Holy Family Catholic School, via email (Office@hfcs-cda.org):

Letter of interest
Roman Catholic Diocese of Boise application
Resume

All applications must be complete to be considered. Should you have any questions or require additional information, please email Sue Styren or contact the school office at (208) 765-4327, Office@hfcs-cda.org.

Compensation is commensurate with experience. This position will remain open until filled.

The Diocese of Boise is an equal opportunity employer. The Diocese of Boise recruits, hires, and promotes on the basis of merit, competence, and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability, or veteran status. The diocese reserves the right to be the sole judge of merit, competence, and qualifications and may favor Catholic applicants and co-workers in all employment decisions.

ROMAN CATHOLIC DIOCESE OF BOISE

Application for Employment at Catholic School

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☐ New Applicant ☐ Rehire within Diocese ☐ Transfer within Diocese

Personal Information

Name: First, Middle, Last
Mailing Address, City, State, Zip
Home/Cell/Message Phone #
Email Address:
Have you ever been employed by the Diocese of Boise, or any Catholic Diocese? ☐ Yes ☐ No If yes, please state when and where:
If hired, can you furnish proof that you are either a U.S. citizen, or otherwise legally permitted to work in the United States? ☐ Yes ☐ No
May we contact your present employer? ☐ Yes ☐ No
Have you ever been convicted of a crime? ☐ Yes ☐ No If yes, please explain on a separate page.
Have you ever resigned a position during a school year? ☐ Yes ☐ No Have you ever had a contract not renewed? ☐ Yes ☐ No If yes, please provide company names and details:

Employment Desired

Position:
If you have a valid Teaching Certificate, complete the following: Title Certificate: _____ State: _____ Date Certificate was issued: _____
Availability date: Hourly rate/Salary desired:

Referral Source

How did you hear about this position? ☐ Website ☐ Idaho Catholic Register ☐ Diocesan Employee ☐ Diocesan website ☐ Social Media _____ ☐ Other _____

Relatives/Friends

Do you have relatives or friends employed by the Diocese of Boise? If "Yes", Give name(s) and location(s). ☐ Yes ☐ No If yes, whom? Location? _____

Education

	Name/location of school	# of years attended	Degree received	Subjects studied/major
High School				
College or University				
Graduate School				
Professional Trade or Other				
Bilingual ability (if so, describe):				

Employment History

Include all full and part-time positions you have held for the past ten years starting with your present or most recent position.

Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title Immediate Supervisor and Title:	Salary _____ Full Time ☐ Part Time ☐
Briefly describe your duties and responsibilities	Reason for leaving
Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title Immediate Supervisor and Title:	Salary _____ Full Time ☐ Part Time ☐
Briefly describe your duties and responsibilities	Reason for leaving

Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title Immediate Supervisor and Title:	Salary _____ Full Time ☐ Part Time ☐
Briefly describe your duties and responsibilities	Reason for leaving

Explain all periods of unemployment

References

List the names of three persons who can speak to your ability to perform the duties of the position you are seeking:

Name	Title	Address & Phone	Relationship to you

Special Skills, Interests

Please list any special skills, interests, qualifications, or accomplishments not previously noted:

Additional Comments

State any additional information you feel may be helpful in considering your application:

Resume

Have you provided your resume with this application? ☐ Yes ☐ No

Please read carefully before signing.

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative. I understand and agree that I may resign my employment with the Diocese of Boise at any time for any reason and that my employment may be terminated at the will of the Diocese of Boise at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Boise are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Boise. I further understand that the employment relationship between the Diocese of Boise and its employees may be governed by canon law as well as civil law.

Prior to any formal hiring by the diocese the applicant must have successfully passed a background check. The diocese will not deny employment to any applicant solely because the person has been convicted of a crime. The diocese, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Pursuant to the Immigration Reform and Control Act, the Diocese of Boise will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief. I authorize the Diocese of Boise to contact references provided for employment reference checks. I understand that any misrepresentation or omission of material(s) fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant:_____ Date:_____

Return this application and your resume to the email address listed in the job posting or you may drop off at the Diocesan entity for which you are applying.