



Job Title: Temporary Maintenance Team Member		Reports to: Director of Operations	
Worker Classification: <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Part-time <input type="checkbox"/> Contract		Compensation: <input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly	
Organizational Supervision: <input type="checkbox"/> Tier A <input type="checkbox"/> Tier B <input checked="" type="checkbox"/> Tier C <input type="checkbox"/> Tier D		Fair Labor Standards Act: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
Annual Duration: <input type="checkbox"/> 10-Month <input type="checkbox"/> 11-Month <input type="checkbox"/> 12-Month		Work Location: <input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote _____% on-site	

Position Summary

CLSO Maintenance Team Members play a vital role in maintaining a clean, safe, and well-functioning environment for students, staff, and visitors. This temporary position will last approximately six weeks, and responsibilities include helping with setting up and tearing down lunch tables, cleaning various areas, performing minor equipment repairs, fueling fleet vehicles, and supporting event logistics. This position requires a commitment to excellence and alignment with the school's Christian mission and values.

Position Responsibilities

1. Clean and maintain bathrooms, classrooms, offices, and common areas, ensuring they meet cleanliness and safety standards.
2. Regularly perform deep cleaning tasks as required (e.g., floor waxing, window washing).
3. Set up and take down lunch tables and chairs each school day.
4. Assist with the setup and breakdown for events, assemblies, sporting events, and special programs.
5. Perform minor repairs on furniture, fixtures, and equipment.
6. Notify supervisor of the need to coordinate with vendors for more extensive repairs.
7. Gas up fleet vehicles and conduct routine checks to ensure they are ready for use.
8. Assist with purchasing supplies and materials for facilities maintenance and lunch service.
9. Help with event logistics, including setting up stages, sound equipment, and other event-specific needs.
10. Support basic outdoor maintenance tasks, such as sweeping, power washing, and debris removal as needed.
11. Ensure all maintenance work follows safety protocols and building codes.

12. Report any hazards or unsafe conditions promptly.

Skills Necessary

1. Reliable and responsible.
2. Effective time management skills to prioritize tasks and meet deadlines.
3. Ability to lift up to 50 pounds and perform physical tasks for extended periods.

Professional Expectations and Requirements

1. High school diploma or equivalent required; additional security training or certification is a plus.
2. Valid driver's license and clean driving record.
3. Occasional flexibility in scheduling for special events or urgent maintenance needs.
4. Previous maintenance or custodial experience preferred.
5. Basic knowledge of plumbing, electrical work, and carpentry is also preferable.

Attributes of All Concordia Staff

Concordia Lutheran Schools of Omaha operates as a ministry of the Lutheran Church-Missouri Synod. Staff members, both called and uncalled, represent Concordia's ministry to the community and must:

1. Profess an active, Christian faith
2. Be loyal to the vision, purpose, and staff of Concordia Lutheran Schools of Omaha and seek to protect the unity among our staff and community
3. Demonstrate a Christ-like attitude through all interactions with students, families, staff, and volunteers
4. Adhere to the Personnel Manual
5. Maintain the confidentiality of sensitive materials and information

Interested candidates should submit their resume and cover letter to

kristin.herrera@concordiaomaha.org

Does this sound like you?

You are a hands-on problem solver, skilled at keeping things running smoothly, and passionate about creating a welcoming environment. You take pride in ensuring every corner is clean, every event is set up for success, and every piece of equipment is in good working order. You thrive in a dynamic role where no two days are the same, and you have the physical stamina to handle various tasks, from fueling fleet vehicles to setting up lunch tables. Most importantly, you align with the Christian values and mission of Concordia Lutheran Schools of Omaha and are dedicated to supporting a safe and nurturing educational environment for our students and staff.

Equal Opportunity Employer

Concordia Lutheran Schools of Omaha is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, or any other legally protected status.