



HELLENIC COLLEGE HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

50 Goddard Avenue, Brookline, MA 02445 • (617) 731-3500 • fax (617) 850-1460 • www.hchc.edu

Full-time Position: *Groundskeeper/Custodian*

Reports: Buildings and Grounds

Shift: Monday through Friday, 10 am - 6 pm (some weekends required)

Job Summary

Hellenic College Holy Cross is a Christian Orthodox liberal arts college, seminary and graduate school of theology rooted in the Greek Orthodox tradition. The groundskeeper/custodian is the unsung hero of our campus operations who keeps our campus facilities and grounds clean, safe and running. This is a rare full-time opportunity to work with our experienced crew and learn a variety of maintenance skills.

Groundskeeper Responsibilities

- Maintain campus grounds
- Lawn maintenance
- Shrub and tree maintenance
- Planting and weeding
- Snow removal
- General building and equipment repairs and preventative maintenance
- In-house maintenance of facilities
- Light carpentry, painting, electrical repairs and modifications
- Ensure all department Logs are properly maintained
- Availability to work during inclement weather, including but not limited to, snow removal.
- Miscellaneous maintenance duties deemed necessary by management
- Ability to perform electrical, plumbing repairs or HVAC maintenance highly desired.

Custodial Responsibilities

- Performs general cleaning and janitorial duties in the common areas of the building.
- Performs minor repairs and maintenance such as replacing light fixtures or unclogging pipes.
- Assists in cleaning and sanitizing restrooms, classrooms, offices and cafeteria.
- Performs grounds maintenance such as mowing and trimming lawns and hedges and cleaning snow from sidewalks.
- Ensures heating and cooling systems are operational.
- Maintains a neat and orderly janitors room; ensures cleaning and maintenance supplies are stocked.
- Wash windows.
- Assists in examining school for safety hazards; reports deficiencies to supervisors.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Communicate in english.
- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the school clean and orderly.

- Ability to interact with staff, students, parents, and visitors at school while remaining professional, polite, and courteous.

Education and Experience:

- High school diploma or equivalent required.
- Must pass a background check.
- Flexibility - able to react to changing priorities
- Must be able to work in small spaces and climb ladders
- Possess a valid driver license

Physical Requirements:

- Prolonged periods standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.

Pay: \$18 - \$25 per hour depending on experience starting hourly range based on experience. Generous paid time off. Generous medical, dental, 403(b) retirement plan and life insurance benefits available.

Interested candidates should submit their resume via email to resumes@hchc.edu

Hellenic College Holy Cross is a Christian Orthodox four-year liberal arts college, seminary and graduate school of theology rooted in the Greek Orthodox tradition.

For more information about the School visit <https://www.hchc.edu/>

**Hellenic College is an equal opportunity employer
A diverse workforce and an inclusive culture is valued**