ST. ALBANS SCHOOL

POSITION

Position: Maintenance Attendant, St. Albans Tennis Club

Classification:

☐ Faculty  ☒ Staff
☐ Full-Time  ☒ Part-Time
☐ Exempt  ☒ Non-Exempt
☒ Designated Onsite  ☐ Telework Eligible
☐ Salary  ☒ Hourly

Reporting Relationship: Reports directly to the Assistant Tennis Club Director

ORGANIZATIONAL BACKGROUND

From the top of Mount St. Alban, St. Albans School looks up to the Washington National Cathedral and out to the United States Capitol. Our location serves as an embodiment and constant reminder of the School’s motto: Pro Ecclesia et Pro Patria, for Church and Country. The School was established in 1909 by the Protestant Episcopal Cathedral Foundation. Our mission is to prepare boys in grades 4 through 12 to develop and use their spiritual, intellectual, artistic, and physical gifts not for themselves alone, but in service of the greater community. As an Episcopal school, we welcome and embrace boys of all faiths and backgrounds to this caring community that learns, prays, plays, sings, and eats together. We are committed to a diversity among students, faculty, and staff that shapes and enriches our shared experiences.

As part of the Protestant Episcopal Cathedral Foundation (PECF), St. Albans, the Cathedral, the National Cathedral School, and Beauvoir benefit from strong ties and collaboration.

DESCRIPTION

Reporting to the Director and to the Assistant Tennis Club Directors, the Maintenance Attendant will:

● Assist with pre-season club preparations, which can include court work, equipment assembly, etc.
● Unlock gates and other throughways to the club that should be accessible.
● Sweep all courts, clear the lines, and simultaneously dump courtside trash cans. If there is safety netting between courts, make sure it is secured.
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● Make sure all trash and other items are removed from tennis courts, walkways, hallways, spectator seating, or other club areas and dealt with appropriately. This may require sweeping, mopping, or other procedures to address specific issues. Bring any items that have been left behind on the courts to the office.
● Court sweeping should be done in the opposite direction each day.
● Make sure all tennis balls/ball tubes/hoppers/teaching aids are off the courts and that all ball carts are in their respective areas.
● Address any issues with the courts as much as possible (i.e. algae/weeds, debris buildup along fencing/walls, patchwork).
● Make note of any damage to exterior or interior areas (i.e. fencing, walls, sidewalks, etc.) and report it to the office. Address issues whenever possible.
● Check equipment for cleanliness or wear and tear. Address problems as appropriate and report equipment failures or replacement requests to the office.
● Chief Equipment - the Golf cart is to be cleaned and inspected weekly.
● Make sure all courtside coolers are filled with fresh ice and water daily, and are wiped down. If there is an issue with a cooler, take it out of rotation and replace with another, if available.
● If applicable, rotate coolers weekly/bi-weekly.
● Make sure courtside seating (benches) is clean and placed appropriately.
● Ensure all tools are accounted for, in good condition, and are stored properly.

The position may perform other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

SUPERVISION EXERCISED
None Apply

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

Experience: A minimum of 2 years of relevant experience
Education: Completion of GED, or a High School Diploma preferred
Certifications: Non required

PERSONAL CHARACTERISTICS

This position requires an individual with the following characteristics:
● Commitment to St. Albans School’s values;
● Good character, kindness, and an open heart and mind;
● Integrity and honesty, with the highest ethical standards to choose the hard right over the easy wrong;
● Personally accountable; assumes ownership, control and accountability for all areas of responsibility and commitments made to others;
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- Accessible and responsive; serves others through collaborative problem-solving and openness to new ideas;
- Passionate, collaborative, strategic, and smart with a hands-on, roll-up-the-sleeves orientation;
- Strong team player with high EQ, making it a key priority to develop strong relationships with faculty and staff at all levels at the School;
- Invests the time to be a visible, engaged and engaging presence on campus;
- Ability to establish trust and credibility;
- Flexible and receptive to change;
- A positive “can-do” attitude.