



## PORTSMOUTH ABBEY SCHOOL

**Title:** Housekeeping – Male  
**Department(s):** Operations  
**Reports to:** Assistant Head of School for Operations  
**FLSA Status:** Non-Exempt; Full-time, Staff

### **About Portsmouth Abbey School**

Portsmouth Abbey School is a coeducational Catholic boarding and day school for students in grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. Portsmouth Abbey combines a classical education in the Catholic intellectual tradition with Benedictine values. With 350 students, the School believes that the love of learning leads to the desire for God, and that the quest for intellectual understanding propels students to the search for ultimate meaning. The School is known for encouraging students to engage passionately in academic and intellectual pursuits, innovative electives and extensive opportunities in athletics and the performing and visual arts as well as a commitment to service and a focus on things that matter. Students are inspired to become the next generation's leaders, stewards, innovators and problem solvers all the while grounded in Benedictine values of love of God and neighbor, humility, hospitality and a desire to serve the common good.

### **Job summary**

This is a full time, 40-hour per week position for a male to primarily to clean school facility buildings. In the case of emergencies or a special function, all personnel could be called upon to report for work at off hours (conditions permitting).

### **Responsibilities include but not limited to:**

- Vacuuming and cleaning all flooring surfaces.
- Dusting.
- Cleaning all glass.
- During the winter keeping the building paths (shoveling) and steps to the building clear of all ice and snow at all times.
- Some heavy lifting.
- Willingness to take specific training in the following areas: Asbestos Awareness, Blood Pathogen, Right to Know, Lead Safe Certified and Mold certification, etc.

### **Housekeeping Work:**

- General cleaning of the buildings, dusting, vacuuming, washing floors, walls, furniture, showers, cleaning rugs, carpets, emptying trash and trash containers.



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- Handling supplies and all the other cleaning tasks in order to keep the buildings clean and neat inside and outside. (Outside work would include, but is not limited to, sweeping entry ways, exterior windows, etc.)
- There will be mandatory, off hour shifts for school functions and special event weekends such as the Opening of School, Reunion, Parents Weekend and Graduation. There are also other opportunities for overtime shifts.

**Maintenance Work** - This type of work could be required during down times and the off-season. It includes, but is not limited to:

- Heavy lifting.
- Snow removal.
- Stripping and waxing floors.
- Operating, but not limited to the following machinery: automatic scrubbers, burnishing, extractors, hand tools, paint sprayer, etc.
- Painting, scraping, climbing ladders are common as well the tasks associated with light maintenance work.

**Requirements:** Favorable state and national background check results.

**Details of Staff position:**

Salary: Commensurate with experience and education

**Benefits:**

Pension (403b):	PAS contribution of 10%; employee contribution of 1%, after 2-year waiting period (waived with prior educational experience)
Health insurance:	United Healthcare; Waive, \$3,100 stipend
Dental insurance:	Delta Dental
Life insurance:	equal to one year's salary
Short-term disability (TDI):	paid by employee and administered by State of RI
Long-term disability:	90-day qualifying period; 60% of salary; \$7,500 maximum monthly benefit (conversion privilege)
AD&D:	per policy

**Please send letter of interest and resume to:** [jdring@portsmouthabbey.org](mailto:jdring@portsmouthabbey.org)

**No phone calls please:** [www.portsmouthabbey.org](http://www.portsmouthabbey.org)

Position open until filled.