

## **St. John's Day Porter Job Description**

St. John's Church and School is looking for a candidate to work Full Time who is adept at learning new skills, resourceful, able to follow a schedule, and has strong communication skills. The Day Porter assists the Facility Manager by performing duties and tasks related to the daily operation of a K-8 day school, Preschool, and Church. Daily responsibilities of the Day Porter position include janitorial, maintenance, kitchen and cafeteria duties, and assisting with school events. Training will be done by the Facility Manager and others. A qualified candidate will be able to pass a background check and complete fingerprinting to work inside a school. Please send your resume and availability to interview to the Director of Operations at St. John's Church and School [christy.hitchcock@sjdenver.org](mailto:christy.hitchcock@sjdenver.org).