



Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life. To learn more about the school, please visit: www.cristoreyatlanta.org

Operations Manager

Reports to: Director of Operations

Work hours: Part time. Fluctuating, though typically Monday – Friday, 2:00 p.m. – 6:00 p.m. Occasional weekends required.

Summary of Job Responsibilities: The Operations Manager is an important part of the day-to-day operations within the Cristo Rey Atlanta Jesuit campus. The facility is a completely renovated office building, and everything inside is state-of-the-art and relatively new. As such, the school takes great pride in the upkeep of the facility to ensure it lasts for generations of students to come.

Responsibilities:

1. Day-to-Day
 - a. Maintain the building and grounds of the campus.
 - b. Maintain a clean and tidy facility that is free of debris.
 - c. Relocate items within the building as needed.
 - d. Perform regular maintenance within the building.
2. Gymnasium Space
 - a. Serve as Gym Manager and oversee the reservation/use of facility.
 - b. Supervise and ensure the comprehensive closing of the campus after games/events.
 - c. Assist in set up and break down of various facility spaces for games/events.
 - d. Maintain pristine condition of gym floor and enforce gym rules/etiquette.
 - e. Clean bathrooms/locker rooms consistently, including after every event.
 - f. Clean mezzanine classrooms/hallway at least twice a week.
3. Other Duties
 - a. Drive 14-passenger bus and assist with transportation of students if needed.
 - b. Assist with other duties as assigned by the Director of Operations.

Qualifications:

Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta's team. In addition, applicants should meet or exceed the following requirements:

- Valid driver's license, acceptable driving record, and ability to drive 14-passenger bus.
- Able to pass background check.
- Track record of working well independently and with others in a fast-paced environment.

Apply:

To apply, submit the following items Human Resources Manager at hr@cristoreyatlanta.org. Please include the



position in the subject line.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state, or local law in the administration of any of its educational programs and activities or with respect to employment.