



ON-CALL OPERATIONS SUPPORT ASSISTANT

CRSJ VISION

Through a culture of joyful learning, Cristo Rey San José celebrates and develops students' unique gifts as they encounter God's love and become leaders who shape society with and for others.

CRSJ MISSION

Cristo Rey San José is a Jesuit, Catholic college-prep high school where students of any faith commit to a rigorous curriculum and professional work experience. Students realize their inherent potential and prepare to complete a post-secondary education that will set them on a path toward a sustainable, fulfilling future. Through the Ignatian charism of cura personalis, students facing barriers to opportunity become leaders filled with passion, purpose, confidence and conscience.

POSITION SUMMARY

The Operations Support Associate plays a vital role in ensuring the smooth daily operations of Cristo Rey San Jose High School. This position provides essential support in various areas, contributing to a positive and efficient learning environment for our students and staff. This is an on call position, hours will vary.

Reports to: Senior Operations Manager

ESSENTIAL DUTIES

- Work schedule may vary depending on coverage needed
 - Monday - Friday hours may vary (and some weekends may be required).
- **Administrative support (for the National School Lunch Program)**
 - Data Entry & Management: Inputting and managing student data, generating reports, and ensuring confidentiality.
 - Family Communication: Responding to inquiries, providing program information, and ensuring sensitive communication.
 - Agency Coordination: Working with CalFresh and CalWorks to verify eligibility.
 - Sensitive Data Handling: Maintaining strict confidentiality and adhering to privacy regulations.
 - Program Support: Assisting with meal counts, audits, and general program tasks.
- **Cleaning:**
 - Assist with maintaining the cleanliness of the school building, including classrooms, restrooms, and common areas.
 - This may include sweeping, mopping, vacuuming, and trash removal.



- Maintain all building, recreational and tenant area clear of clutter
- Maintain and clean book room in Taube building
- **Event Support:**
 - Assist with setting up and breaking down for school assemblies, events, and meetings.
 - This may include arranging chairs, tables, and other equipment.
- **Supervision:**
 - Supervise students during lunch, breaks, and other designated times, ensuring a safe and orderly environment as assigned.
 - Enforce school rules and regulations.
 - Report any incidents or concerns to appropriate staff members
 - Supervise
 - Breakfast: Monday through Thursday 9:50am-10:05am & Friday 9:40 am-9:50 am
 - Lunch: 11:55 am - 12:27pm - Friday 12:20 pm-12:45 pm
- **Breakfast/Lunch Setup:**
 - Prepare the cafeteria or designated areas for breakfast and lunch service.
 - Set up tables, chairs, and serving stations.
- **Light Maintenance:**
 - Perform minor maintenance tasks, such as changing light bulbs, replacing paper towels, and other small repairs.
 - Report any larger maintenance issues to the facilities team.
- **Breakfast/Lunch Setup:**
 - Prepare the cafeteria or designated areas for breakfast and lunch service.
 - Set up tables, chairs, and serving stations.
 - Ensure adequate supplies are available.
- **Back up Front Desk Support/Clerical work:**
 - Greet and assist visitors, students, and staff in a professional and friendly manner.
 - Answer phone calls and direct inquiries appropriately.
 - Data entry -
 - Manage incoming and outgoing mail and deliveries.
 - Maintain the front desk area, ensuring it is clean and organized.
 - Attend staff meetings and in-service training as deemed necessary for the position
 - Ensure adequate supplies are available.
- **Supply management:**
 - Inventory and restock supplies in staff room/ teacher lounge/ Taube supply area

QUALIFICATIONS:



- High school diploma or equivalent required.
- Experience in a school or similar environment is preferred.
- Basic knowledge of food handling and safety procedures preferred.
- Physical ability to perform the duties of the position, including lifting, bending, and standing for extended periods.

KEY ATTRIBUTES FOR SUCCESS

- **Passion for Mission:** Deep belief in the transformative power of education and a commitment to serving underrepresented communities.
- **Team Player:** Desire to collaborate, be flexible and pitch in as needed.
- **Growth mindset:** Embrace challenges, solicit and learn from feedback, and view setbacks as opportunities for growth.
- **Self-Motivated and Proactive:** Takes initiative without needing close supervision; anticipates needs, identifies opportunities for improvement, and follows through on tasks and projects with persistence and purpose.
- **Work style:** Excellent organizational and time management skills to meet deadlines.
- **Communication:** Ability to effectively communicate with internal and external stakeholders
- **Attention to detail:** Highly detail oriented... slightly obsessed with accuracy :)
- **Strong Multi-Tasker:** Effectively manages and prioritizes multiple responsibilities in a fast-paced environment.
- **Clear Communicator:** Demonstrates strong written and verbal communication skills tailored to a variety of audiences.

PHYSICAL REQUIREMENTS

- Stand or sit for long periods of time.
- Ability to lift 15-30 pounds on an as needed basis.

We understand that not all candidates will meet every qualification and believe that diverse experiences and backgrounds are valuable. We value potential and willingness to learn, so if you're passionate about this role and think you would be able to excel, we encourage you to apply.

SALARY AND COMPENSATION

- This is a full-time, non-exempt position. The full pay range, which encompasses all experience levels, is \$22.00-\$25.00 per hour. Within this range, we pay in accordance with what could be reasonably expected based on an individual's experience level.
- Full time employees are eligible for the following benefits: medical, dental, vision, and retirement. Employees' premiums are covered for medical, dental



and vision at 100% and dependents at 50% if elected. This position is eligible for enrollment in the group voluntary retirement plan – 403b.

TO APPLY

Complete application through application system on Cristo Rey website. Click on the desired job title to access the application.

<https://www.cristoreysanjose.org/employment>

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Cristo Rey San Jose is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Cristo Rey also prohibits discrimination on the basis of these protected classifications.