



## **Director of Facilities and Food Services**

Brophy College Preparatory is seeking a Director of Facilities and Food Services who will assume primary responsibility for the daily scheduling, regular maintenance, and long-term viability of Brophy's magnificent physical plant. Brophy's facilities span three campuses: the main campus on North Central Avenue, the Brophy Sports Campus on 7th Street, and the Manresa Retreat Center in Oak Creek Canyon, Arizona. The Director of Facilities and Food Services oversees all food services operations, leads and motivates a team of employees, manages multiple vendor relationships, and reports directly to Brophy's Principal.

### **Job Responsibilities include:**

- Supervises maintenance and custodial staff. Prioritizes and delegates work assignments to ensure faculty and staff needs are met with the highest of quality. Work assignments include building/equipment maintenance, grounds keeping, repairs, custodial services, and venue set-up for on-campus events.
- Forecasts long-term maintenance of all campus facilities and responds to ongoing and unforeseen maintenance and repairs. Oversees all aspects of the maintenance, repair, and renovation of campus facilities.
- Manages vendor selection and performance, ensuring contractual obligations are met.
- Interacts daily with on-site food service vendor responsible for catering meals for students, faculty, and guests.
- Maintains the fleet of school vehicles to include monitoring utilization, driver training, repairs and purchasing of new vehicles.
- Participates in contract negotiations, budget planning, and invoice approvals in conjunction with the Chief Financial Officer. Monitors and manages expenses to meet budget.
- Coordinates all room usage and reservations for meetings across the campuses.
- Collaborates with colleagues as a member of the Principal's Administrative team to ensure the Facilities department is equipped to support planned activities/events.
- Consults with Crisis Management Team on school lockdown and fire drill procedures.

### **Preferred Qualifications:**

- Bachelor's degree or equivalent work experience in the fields of Engineering, Sustainability, Business Administration, Resource Management, or a related field.
- Demonstrated knowledge of building trades including plumbing, electrical, HVAC, and carpentry.
- Significant experience of successfully leading a team of employees as well as managing contracted services.
- Able to develop and implement a Sustainability Management Plan to ensure facility usage and maintenance reflect Brophy's commitment to environmental stewardship.

**About Brophy:** Brophy College Preparatory, founded in 1928, is a Catholic, Jesuit school with a high school enrollment of approximately 1300 young men. Brophy offers its students a rigorous and relevant college preparatory curriculum, a highly developed fine arts and music program, a diversity of extracurricular activities, comprehensive and competitive athletics, and a strong retreat and service-learning program. In addition to the high school, Brophy includes Loyola Academy which is a no-cost, comprehensive junior high school program for 6th, 7th, and 8th grade boys who demonstrate academic promise but have had limited educational opportunities. As a Jesuit school, Brophy takes great pride in striving to form well-rounded young men who are firmly grounded in a relationship with God that orients them to lead lives of service.

**To Apply:** All interested candidates should submit a résumé and a letter of interest to Brophy's Principal, Bob Ryan, [bryan@brophyprep.org](mailto:bryan@brophyprep.org). The preferred deadline is January 15th. The position will begin in mid-late spring, 2020.