



# THE KING'S ACADEMY

**Job Title:** Facilities Staff  
**Job Status:** Full-Time, 12 Months  
**Exempt Status:** Non-Exempt  
**Department:** Facilities  
**Reports to:** Facilities Supervisor

## **Job Summary**

The primary responsibility of the Facilities Staff member is to maintain the assigned areas of the buildings and grounds in a clean, sanitary, and safe condition. Immediate supervision and daily instructions are received from the Facilities Supervisor; supervision of others is not required.

## **Essential Job Functions**

### **Regular Activities**

- Executes work orders according to daily schedule; records and reports result of each task.
- Routinely cleans, maintains, services, and makes minor adjustments to school property and equipment; keeps all facilities clean in appearance, gathers and disposes of rubbish, paper, leaves, and other debris, and empties and washes refuse containers
- Routinely operates equipment, such as floor polishing machines, vacuum cleaners, weed eaters, and power blowers
- Moves and adjusts chairs, desks, tables, bookshelves, other furniture, and equipment and prepares rooms for meetings and events; takes down and stores tables, chairs, and equipment after meetings and events
- Locks and unlocks doors, gates, windows, and storerooms as authorized
- Sweeps and hoses down blacktops, sidewalks, play and eating areas, power blows track, landscape areas, rooftops, and other school areas
- Performs a variety of unscheduled custodial duties as requested by departments
- Variety of cleaning and other manual tasks for small projects
- Will assist in providing security for buildings and grounds. Will contact the proper authority for assistance as needed. May escort authorized and unauthorized persons in and from buildings and grounds
- Identifies and reports information regarding vandalism, theft, fire damage, flood damage, and identifies records, and reports maintenance needs

## **Qualifications**

### **Education and Experience**

- High school graduate or G.E.D. **required**
- Valid California driver license

### **Skills and Abilities**

- Self-starter; exercises initiative in both expected and unexpected tasks
- Completes and submits required paperwork accurately and on time
- Manages time wisely, remaining productive while working independently
- Stamina to stand and walk for extended periods
- Able to work both independently and in a team setting

### **Core Characteristics**

- Commitment to loving and serving Jesus Christ
- Positive, flexible, resourceful and solution-oriented

### **Working Conditions & Physical Requirements**

- Work performed indoors and outdoors, in all weather conditions, year-round
- Use of ladders, hand and power tools, motorized carts, forklift, scissor lift
- Lifting and transporting heavy objects up to 75 pounds, such as furniture and deliveries
- Working required hours and being available during non-working hours as needed; may be required to respond to emergency calls in a timely fashion
- Work will be performed from the campus
- Will move throughout the campus during the day
- Work is generally performed, **Year-Round, Mon-Fri, hours TBD**

### **Please Note:**

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.*

**To apply for this position, please click [our application](#) link to be redirected to our recruiting website.**