Job Description

Job Title: Facilities Staff
Department: Facilities
Job Status: Part Time / Flexible
Reports to: Facilities Supervisor
Work Schedule: Weekends
Exempt Status: Non-Exempt

Job Brief
Maintains assigned areas of 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.

Typical Duties and Responsibilities
• Performs work orders according to daily schedule; records and reports results of each work 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
• 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 blacktops, sidewalks, play and eating areas; power blows track, landscape areas, rooftops, and other school areas
• May perform a variety of unscheduled custodial duties as requested by the school office and teachers
• May perform a variety of cleaning and other manual tasks for small projects or related duties as assigned
• Assists in providing security for buildings and grounds, contacts proper authority for assistance as needed, and 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.

Key Requirements
• Commitment to serving Christ
• 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
• Ability to safely lift and carry items weighing up to 50 pounds
• Stamina to stand and walk for long periods of time

Formal Training / Experience
• High School graduate or G.E.D. required
• Valid California driver license

Work Conditions
• Work performed indoors and outdoors, in all weather conditions, year-round
• Use of ladders, hand and power tools, motorized carts, fork lift, scissor lift
• Lifting and transporting heavy objects, such as furniture and deliveries
• Working required hours and being available during non-work hours as needed; may be needed to respond to emergency calls in a timely fashion

Benefits

The King’s Academy offers excellent benefits to employees and family. Please check our website for more information at www.tkabenefits.com.

Criminal Background Check

This position has been designated as sensitive and will require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background check.