

Job Title: Weekend Facilities Staff
Job Status: Part-time
Exempt Status: Non-Exempt
Department: Facilities
Reports to: Facilities Supervisor

Job Summary

Facilities staff members maintain 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.

Duties and Responsibilities

- Performs work orders according to daily schedule; records and reports result 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 down 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.
- 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/Experience

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

Other characteristics

- 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
- Stamina to stand and walk for extended periods

Working Conditions

- 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 50 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

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 the successful completion of a Criminal Background Check.

Disclaimer or provisions: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.