

Facilities Team Member - Evening/Sunday Shift

Part-time, non-exempt, approx. 25 hours per week (including one to two Sunday's a month), accountable to Facilities Director

OVERVIEW:

The Facilities Support position is responsible for ensuring the cleanliness, safety, security, and overall readiness of the facility. This role supports daily operations through custodial tasks, room and event set-ups, furniture relocation, and security monitoring. The ideal candidate is reliable, detail-oriented, and capable of performing physically demanding work in a timely and professional manner.

RESPONSIBILITIES:

Facility Maintenance

Key Responsibilities include, but are not limited to:

- Conducting routine inspections of facilities to identify maintenance needs or safety hazards
- Performing minor repairs on doors, fixtures, furniture, lighting, and equipment
- Replacing light bulbs, air filters, and batteries in facility systems as needed
- Coordinating with external contractors for specialized repairs or larger maintenance projects
- Ensuring that maintenance tools and supplies are organized, stocked, and used safely
- Responding to urgent maintenance requests in a timely and professional manner
- Maintaining exterior areas, including sidewalks, signage, and parking lots as required
- Keeping maintenance logs and communicating regularly with supervisors about work completed and outstanding issues

Custodial Duties

Key Responsibilities include, but are not limited to:

- Clean and sanitize rooms after use
- Set up rooms in preparation for scheduled events or activities
- Vacuum carpets and rugs throughout the facility
- Mop and maintain hard-surfaced floors
- Clean and disinfect restrooms, including toilets, sinks, and fixtures
- Wipe down and sanitize sink areas and table tops
- Empty trash receptacles and dispose of waste properly
- Dust furniture, fixtures, and surfaces regularly
- Perform occasional spot cleaning and shampooing of carpets
- Respond promptly to emergency clean-up situations (e.g., spills)
- Carry out other custodial duties as assigned by supervisor

Set-Up Duties

Responsibilities include, but are not limited to:

- Arranging room layouts according to Preschool teachers' specifications
- Relocating chairs, tables, and other furniture as needed
- Setting up spaces for special events, meetings, or programs
- Assisting with furniture relocation during office or classroom moves
- Supporting the volunteer set-up team as required, including lifting and positioning items
- Ensuring all rooms are set up safely, accurately, and on schedule
- Reporting any damages or issues with furniture or set-up areas

Security duties

Responsibilities include, but are not limited to:

- Maintaining overall security of the buildings and grounds during assigned shifts
- Securing and arming building alarm systems as needed
- Ensuring campus security is upheld while performing duties in various areas
- Monitoring for and addressing any suspicious or nonconforming activity
- Reporting all security concerns, incidents, or irregular occurrences to a supervisor or the appropriate authorities
- Following established safety and emergency protocols to protect staff, visitors, and property

Expectations

- Demonstrate initiative and attention to detail in identifying and resolving facility issues
- Follow all safety protocols, including proper handling of tools and chemicals
- Maintain a clean and organized work area
- Work cooperatively with custodial, security, and administrative teams to support overall facility.

REQUIREMENTS:

Education and Experience

- High school diploma or equivalent required
- Previous experience in facilities maintenance, custodial services, or a related field preferred
- Basic knowledge of building systems, tools, and general maintenance procedures

Skills and Abilities:

- Ability to perform physical tasks including lifting (up to 50 lbs), climbing, bending, and standing for extended periods
- Strong problem-solving skills with attention to detail and follow-through
- Ability to read and follow written instructions, floor plans, and safety guidelines
- Competence in using hand tools, power tools, and light maintenance equipment
- Good time management skills and the ability to work independently or with minimal supervision
- Effective communication skills and a professional demeanor when interacting with staff, visitors, or vendors

Other Requirements:

- Dependable and punctual with a strong work ethic
- Valid driver's license
- Ability to pass a background check and comply with organizational security policies

Pay Range.

\$17.00 – \$18.00 per hour