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Job Description

Job Title	Facility Maintenance Assistant
Position Summary	The responsibility of this position includes maintaining all City Charter High School (CCHS) occupied floors. The position is expected to promote a clean, safe and healthy environment for all Students and Staff. This position must be willing to work a flexible schedule based on department and school requirements. The maintenance assistant is a 12-month contracted position.
Qualifications	Must have a minimum of 1-3 years of Facility Maintenance and housekeeping experience. Must have strong communication skills. Must be able to work independently and complete tasks with minimal supervision. Must be able to reach, bend, stoop and lift up to 50 lbs.
Essential Job Functions	See below.
Reports to	Facilities Manager
Salary Range	\$37,000 to \$40,000; Negotiable based on experience, demonstrated skills, and performance. In addition, CCHS provides a generous benefits package including health insurance, paid time off, two weeks vacation and a 401k retirement program.

Essential Functions:

- Support all lunch periods. (Empty trash & recycling) Pan sweep, clean up spills and disinfect tables as needed.
- Maintain Café & Quiet Dining floors daily including sweeping, mopping & operating auto scrubber.
- Maintain Lower Level which includes the Fitness Center, Technology and Robotics.
- Complete Maintenance Requests as directed by the Department Manager.
- Must be able to operate all floor care equipment including vacuum cleaners, scrubbers, buffer and carpet cleaning equipment.
- Make general repairs as directed. (light bulb & ballast replacement, toilet repairs...)
- Troubleshoot and make adjustments to the HVAC System as needed.
- Complete Maintenance Assistant tasks outlined in Daily, Weekly and As Needed matrix.
- Respond to emergency calls as directed by the department manager and or Admin.
- Support contract cleaning service as it relates to stocking supplies and communications.
- Report any unsafe or unsanitary conditions to the immediate attention of the Maintenance Manager.
- Support trimester break activities and tasks.