

# ***Coastline Christian Schools***

## **Announces an Employment Opportunity as FACILITIES SUPPORT STAFF**

**HOURS:** 20-40 hrs/wk, hours to be determined based on job needs

**ACCOUNTABILITY:** This non-exempt position reports to the Facilities Director.

**PURPOSE:** To assist with custodial work at the school/church as directed and to back up the maintenance team on occasion.

### **REGULAR DUTIES:**

1. Assist with custodial needs that are not outsourced such as:
  - sweeping, mopping, and vacuuming,
  - disinfecting and deodorizing where appropriate,
  - vacuuming and shampooing carpets,
  - emptying trash and handling recycling,
  - cleaning up accidents in bathrooms, classrooms, hallways, etc.
  - washing windows and other surfaces as appropriate
  - monitoring bathrooms periodically for cleanliness, supplies, etc.
  - stocking cleaning supplies and handling chemicals within guidelines
2. Assist with traffic control as needed
3. Monitor lunchroom
4. Assist with basic maintenance needs when directed by the supervisor
5. Set up and tear down for both daily and special events.
6. Keep paper stocked in the Faculty Lounge and office.
7. Assist with security related needs, including but not limited to, open or lock up campus, campus patrol, looking out for suspicious activities
8. Other duties as assigned.

### **PERIODIC DUTIES:**

1. As directed, carry out internal work orders
2. Perform cleaning and disinfecting duties as needed
3. Perform routine checks on fire extinguishers and AEDs
4. Assist with room set-up for meetings or special events (tables, chairs, etc.)
5. Driving company vehicles for delivery or pick up of materials

### **OCCASIONAL/IRREGULAR DUTIES:**

1. Assist with the transporting of heavy objects as needed.
2. Assist with office and furniture moves as needed.
3. Assist with landscaping needs

### **QUALIFICATIONS:**

- Ability to regularly lift and move up to 20 pounds and occasionally lift and move up to 40 pounds; regularly bend, maneuver, and stretch to complete various tasks; and regularly climb multiple flights of stairs and walk around campus
- Some custodial experience preferred, but not necessary
- Some handyman experience preferred, but not necessary
- Ability to manage and prioritize multiple tasks simultaneously without supervision
- Ability to work well with people, including salespeople, subordinates, peers, and superiors
- Willingness to do menial tasks as needed with a servant heart attitude
- Able to work flexible hours as required by church/school events & functions.
- Evangelical Christian commitment and lifestyle consistent with our Articles of Faith