

## Job Description



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[www.cityhigh.org](http://www.cityhigh.org)

<b>Job Title</b>	<b>Maintenance Assistant</b>
<b>Position Summary</b>	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.
<b>Qualifications</b>	Must meet the following: A minimum or 1-3 years of Facility Maintenance and housekeeping experience; strong communication skills; be able to work independently and complete tasks with minimal supervision; be able to reach, bend, stoop and lift up to 50 lbs.
<b>Essential Job Functions</b>	See below.
<b>Reports to</b>	Facilities Manager
<b>Salary Range</b>	\$31,000 to \$34,000 (negotiable based on demonstrated skills and performance). In addition, CCHS provides a generous benefits package including health insurance, paid time off and a 401k Retirement Program.

### Essential Functions:

- Support all lunch periods (e.g. empty trash & recycling), pan sweep, clean up spills and disinfect tables as needed.
- Maintain Café & Quiet Dining floors daily including sweeping, mopping and operating the auto scrubber.
- Complete Maintenance Requests as directed by Facilities 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 (e.g. light bulb & ballast replacement, toilet repairs...)
- Troubleshoot and make adjustments to HVAC System as needed.
- Complete Maintenance Assistant tasks outlined in Daily, Weekly and As Needed matrix.
- Respond to emergency calls as directed by 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.

### Skills and Qualifications:

- Have a minimum or 1-3 years of Facility Maintenance and housekeeping experience.
- Strong communication skills.
- Be able to work independently and complete tasks with minimal supervision.
- Be able to reach, bend, stoop and lift up to 50 lbs.