



## Facilities Associate

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### Job Summary

Ivy Hill Preparatory Charter School is one that ensures that all children are held to the same bar of excellence. Join Ivy Hill as part of the facilities support team! This position is designed to assist the Director of Operations at Ivy Hill Prep. Responsibilities include: maintaining the school campus, light repairs and performing other daily operational tasks.

### Key Responsibilities

- General maintenance of all IHP property including parking lot areas; General building upkeep.
- Receiving of all deliveries and ensuring that they are securely packed and covered in storage room.
- Ability to perform various clean-up and maintenance tasks as needed;
- Perform minor repairs such as ceiling, tile changing, stopping of leaks wherever required, etc.
- Clean and maintain in front of building by keeping area free of garbage and clean at all times.
- Ability to update inventories and other supplies as needed as per approved by the corps officer.
- Ability to inspect, operate and maintain the heating, cooling and ventilation system and the boiler system.
- Does general repairs such as painting, patching walls, security hardware, hanging shelves and landscaping.
- Coordinates renovations of existing facilities and the construction of new facilities.
- Cafeteria: Empty, wash, and disinfect garbage bins, sweep & mop floor; wipe down and sanitize tables and chairs
- Outside of Building – Sweep, and keep clear of litter and trash, glass, etc.; Remove snow and ice, when necessary. Hose down front entrances when weather permits
- Wash/Wipe light domes or bulbs, as needed

- Wash and disinfect mop heads (hang to dry spreading strand); Change water frequently
- Clean up utility rooms and closets; sweep and hose down boiler room; Wash windows and blinds as needed (inside & outside); Wash baseboards periodically
- Strip floors and wax, as needed; Buff floors on a quarterly basis
- Be willing to assist with outside agencies use of facilities
- Perform other tasks as per DOO specific instructions, to maintain a healthy, sanitary, hazard free environment.
- Set up and break down rooms for special events

### **Salary & Benefits**

Ivy Hill Prep offers a competitive salary, comprehensive health benefits, and retirement benefits. Aside from extensive professional development, all of our staff members are equipped with all necessary tools to complete their jobs effectively.

### **Commitment to Diversity**

Ivy Hill Prep is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability, pregnancy or veteran status.

**Apply Now!**

Please send a resume and cover letter to [ajohnson@ivyhillprep.org](mailto:ajohnson@ivyhillprep.org).