



Cougar Mountain GERSH ACADEMY *for* STUDENTS ON THE AUTISM SPECTRUM

Job description for Maintenance, Grounds Keeping & Custodial Lead:

In this position, the responsibilities include but are not limited to the following:

Keep building in good mechanical order

- Maintain and repair basic plumbing, HVAC and electric in building.
- Manage inventory of all maintenance supplies needed to run school – i.e. light bulbs, ballasts, salt, sand, etc.
- Maintain and service all equipment on the premises and keep accurate records of all services performed with our own staff and third-party vendors
- Medium duty maintenance: replacing bulbs, resolving issues with door knobs/locks, touch up paint, etc.
- Keep all rooms in good condition and working order
- Keep all equipment on campus in good working order
- Drive to pick up necessary supplies for repairs
- Coordinate and communicate needs of location with corporate facilities staff

Facilities maintenance

- Clear walkways and steps of building and surrounding areas in the event of inclement weather. Spread rock salt, sand or other materials to ensure staff and student safety.
- Ensure play equipment is safe and secured.
- Maintain barn and out buildings (keep gutters clear and maintain equipment).
- General repair and cleanup on campus.
- Move heavy furniture, equipment, or supplies, either manually or by using hand trucks. Help set up classrooms
- Walk grounds and keep free of debris (leaves, pine needles and cones, apples, branches etc.)
- Walk school daily to verify cleanliness and organization of building
- Daily opening and closing of facility
 - Secure windows, shut off lights, walk through building to ensure all windows are closed and secured at the end of each shift
- Monitor building temperature and make sure it's comfortable throughout the buildings
- Identify areas that need work, create and submit budget for approval to VP of Operations
- Notify managers concerning the need for major repairs or additions to building operating systems

- Setup and Breakdown of special events (including overnights)
- Support security of building by ensuring all entry points are secure
- Keep an eye on the property and report suspicious activity to management

Custodial

Custodial staff are on site 3 times each week. Custodial duties will be minimal and primarily needed during spills, accidents, breakages that require immediate attention

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Service, clean, or supply restrooms.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Gather and empty trash.
- Complete daily cleaning check lists for each assigned room
- Dust furniture, walls, machines, or equipment.
- Clean and polish furniture and fixtures.
- Steam clean or shampoo carpets as needed
- Strip, seal, finish, and polish floors as needed
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.

Other duties as assigned.

This position is a full-time exempt position, and as such you are eligible to participate in the company's benefit programs.

Qualifications

High School Diploma or GED

Minimum one-year experience cleaning

Must have clean and valid driver's license and own car

Working Conditions

- Location: Issaquah, WA
- Must be able to work in inclement weather
- Monday – Friday / various shifts
- Occasional before and after school work hours as needed

Physical requirements

- Ability to lift heavy objects and machinery over 50lbs
- Ability to move freely throughout building with no restrictions

Direct Reports

School Admin / Facilities Coordinator