

Facilities/Maintenance Facilitator (Grades K–8)

Role

Ensures the safety, cleanliness, and functionality of the school's physical environment to support student learning and staff well-being. The Facilities/Maintenance Facilitator performs preventative maintenance, repairs, custodial tasks, and emergency response duties that uphold ALA's commitment to excellence and order. This role reflects ALA's mission by promoting a secure, healthy, and respectful environment where students and staff can thrive.

Authority Level:

Carries out daily facility and maintenance operations under the direction of the School Administrator. Exercises autonomy in prioritizing routine tasks and responding to urgent facility needs, while adhering to preventative maintenance schedules, safety standards, and school procedures.

Responsibilities

The Facilities/Maintenance Facilitator plays a vital behind-the-scenes role in supporting ALA's academic and cultural mission. By maintaining a clean, safe, and well-organized campus, this role ensures that the physical environment reflects the school's high standards and supports optimal teaching and learning conditions.

Facility Maintenance and Repairs

- Perform routine and preventive maintenance on plumbing, electrical, HVAC, lighting, and building systems
- Monitor structural integrity and promptly report facility concerns to the School Administrator
- Complete work orders efficiently and maintain documentation of repairs and services performed
- Maintain outdoor areas such as sidewalks, playgrounds, parking lots, and landscape features

Custodial and Cleaning Responsibilities

- Clean and sanitize restrooms, classrooms, offices, and high-traffic areas daily
- Restock supplies (soap, paper products, sanitizer) to ensure readiness before and during school hours
- Collect and dispose of trash and recycling materials in compliance with safety and environmental procedures
- Perform scheduled deep cleaning, including carpet extraction, floor waxing, and window cleaning

Safety, Security, and Emergency Response

- Conduct regular inspections of emergency exits, fire extinguishers, alarms, and building safety equipment
- Open and secure facilities daily by managing keys, door locks, and access points
- Respond to urgent maintenance issues and support emergency drills (e.g., fire, lockdown, weather events)
- Assist with risk assessments and contribute to a safe school environment through proactive maintenance

Event Setup and Operational Support

- Provide logistical support for school assemblies, events, and extracurricular activities (e.g., tables, chairs, equipment setup)
- Move classroom furniture, learning materials, and supplies to support instruction and facility use
- Assist with traffic flow, hallway setup, and signage during arrival, dismissal, and special events

Alignment with ALA's Mission and Educational Philosophy

- Advance ALA's three pillars: Academic Excellence, Character Development, and Physical Fitness by maintaining a physical space conducive to learning and growth
- Reflect Aristotle's philosophy of the unity between the physical and intellectual, reinforcing a clean and orderly space as essential to student development
- Uphold essentialist values through consistent routines, structure, and attention to detail in all maintenance work
- Support a constructivist community by adapting to changing school needs with creativity, flexibility, and problem-solving
- Model responsibility, service, and excellence as a visible and respected member of the school community

Reporting Structure:

Reports To: School Administrator

Collaborates With: Administrative Assistant, Teachers, Event Coordinators, and Contracted Services

Receives Support From: School Leadership, Facilities Vendors, and Health & Safety Consultants

Facilities/Maintenance Facilitator

Minimum Qualifications

- High school diploma or GED
- Basic knowledge of building systems (electrical, HVAC, custodial)
- 18 clock hours of Health and Safety Training
- CPR & First Aid Certification
- Arizona IVP Fingerprint Clearance Card

Experience

- 1 year preferred in school or building maintenance

Core Competencies

- Dependability and task ownership
- Safety-first mindset and emergency readiness
- Preventative maintenance and repair tracking
- Facility cleanliness and care standards
- Situational awareness of safety risks
- Works collaboratively with staff and leadership
- Demonstrates initiative and responsiveness