



## **Plant Operations Staff Job Description**

This position reports to the Director of Plant Operations & Security and it is a full-time, non-exempt position. This position requires someone expert in general maintenance, cleaning, and working collaboratively. Must be agile at troubleshooting challenges with all aspects of physical plant. St. James' offers competitive salary and benefits; salary is \$18-21 hourly rate with three weeks of paid vacation and approximately 20 school holidays; all full-time employees receive a 50% discount on tuition for a child's attendance at St. James'.

### **Minimum Requirements**

- Substantial experience working in physical plant maintenance and cleaning
- Confident in troubleshooting repairs for the school
- Demonstrated comfort with working collaboratively within Operations and with other Departments
- Exemplifies the St. James' value that all adults are teachers and every moment a teachable moment
- Successfully applies growth-mindedness, honesty, high standards and empathy to one's own professional growth

### **Duties include**

- Assisting in preparing and maintaining campus for the day.
- Hours are generally 10:00-6:00pm, but may vary depending on coverage needs, summer schedule, projects/events, and days students are not on campus.
- Under the direction of the Director of Plant Operations and Security, clean and maintain campus for the day.
  - Support daily student drop off and pick up details
  - Follow work plan and work tickets for cleaning, safety and maintenance throughout the day
  - Support in preparing, set up and cleaning for all school functions
  - Participate in maintaining school's safety and cleanliness protocols
  - Provide break relief for security guard, monitor and control school entrances
  - Other duties as assigned by supervisor, Head of School or designee

### **About St. James' Episcopal School**

St. James' Episcopal School is a community that values academic rigor, compassion, curiosity, kindness, critical inquiry and excellence grounded in joy. We adhere to a strong belief that an elementary school's primary purpose is to inculcate in children a lifelong love of learning, a commitment to community, a profound curiosity about people and the world, and gratitude for the opportunity to make our complex world more compassionate, empathetic and nurturing to all of God's children. St. James' was established in 1968 as a Kindergarten through grade six program.

We encompass most of a block on St. Andrews Place, in Koreatown and Hancock Park. Our preschool is located on Gramercy Place. St. James' is comprised of 365 students and over 70 employees, whom we refer to as "staffulty" due to the belief that everything at St. James' is the curriculum and that all employees are teachers. St. James' Episcopal School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, ancestry, national origin, disability, marital status, age, sexual orientation, gender, medical condition, or any other characteristic protected under federal, state, or local discrimination laws.

Please direct all inquiries to [careers@sjsla.org](mailto:careers@sjsla.org). Please use the subject line "Plant Operations Staff".