



WESTRIDGE SCHOOL

Maintenance Staff (Part-Time)

Located in Pasadena, California, Westridge is a forward-thinking independent school for girls in grades 4-12 that emphasizes adventurous thinking, courageous, compassionate leadership, and equity and inclusion. Our school community is vibrant and diverse and grounded in the commitment to goodness in all aspects of life and learning. We balance challenging academics and a focus on leadership development with a priority on social emotional wellness, development of one's sense of self, values, and goals, and thoughtful consideration of individuals' responsibilities to others and the world.

Westridge School is seeking a maintenance staff person to work part-time on its campus in the position of maintenance staff. The ideal candidate will be a self-starter with experience performing a variety of basic maintenance skills. This position reports to our facilities manager.

Essential Functions:

- Complete work orders as requested including simple repairs, other repairs if qualified, in offices, classrooms, and various campus buildings
- Assist with event setup and breakdown including moving and setting up tables, chairs and kitchen equipment and supplies
- Assist the rest of the maintenance staff with various tasks including but not limited to emptying trash, stocking supplies, keeping campus clean and safe

Additional Requirements:

- Effective communication skills, able to interact and support the work of the entire maintenance staff
- Inspire teamwork and be an active team member of the maintenance staff
- Follow directions and take instructions from a variety of individuals on campus
- Deal with situations in a calm, professional manner
- Lift materials and set up tables and chairs for special events

Physical Demands (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions):

- Ability to work both indoors and outdoors as required, ability to work at heights and in confined spaces, ability to work extended periods of time both walking and/or standing, ability to lift up to 75 lbs. and the ability to work evenings, weekends, and holidays.

Salary & Schedule:

This is a part-time, non-exempt position (approximately 25 – 29 hours per week). Salary range is \$19.00/hr - \$23.00/hr dependent on experience and qualifications.

Schedule: Monday- Friday 11:00am-4:30pm; with flexibility to work different shifts and weekends when necessary.

To Apply

Send cover letter, resume, and references to Jobs@Westridge.org. Include "Maintenance Staff" in the subject line.

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information:

www.Westridge.org.