Providence Christian School of Texas

Position Title	Facilities Crew Member
Reports To	Facilities Manager
Work Hours	8:00 a.m. – 4:30 p.m.
Work Calendar	Full Year

Position Summary:

The Facilities Crew Member (Day Porter / Event Support) plays a vital role in maintaining the cleanliness, readiness, and functionality of the Providence Christian School of Texas campus. This position provides essential support for school events, daily facility operations, and light maintenance tasks, helping ensure a safe, welcoming, and well-maintained environment for students, staff, and visitors.

Qualifications:

- Commitment to the mission, faith, and community values of Providence Christian School of Texas
- Experience in facilities, custodial services, or light maintenance preferred
- Ability to lift, move, and set up equipment and furniture safely
- Have a positive team and service-oriented attitude
- Strong attention to detail, organization, and time management
- Ability to adapt to changing needs and multitask as necessary
- Have a basic knowledge of computer applications such as spreadsheets, word processing, calendar, and email

Key Responsibilities:

Event Support & Setups

- Serve as the primary support for event setup, teardown, and room configuration according to Event Request Forms
- Maintain and organize event equipment and supplies, ensuring proper storage and availability
- Assist with parking for large events and with crossing guard duty

Day Porter & Campus Readiness

- Conduct regular rounds to ensure classrooms, hallways, and common areas remain clean, safe, and orderly
- Perform lunch trash duties and maintain cleanliness in high-traffic areas
- Complete routine exterior trash pickup and uphold the neat appearance of courtyards, sidewalks, and walkways
- Deliver packages and supplies to faculty and staff as needed
- Respond to facility emergencies such as spills, accidents, pest control, and toilet issues

Light Maintenance & Support

- Complete general Help Desk requests within assigned scope
- Assist with preventative and light maintenance, including changing bulbs, air filters, and performing minor repairs as directed
- Provide limited support for HVAC, plumbing, and electrical issues under supervision or as needed

Team Collaboration & Mission Support

- Work closely with the Facilities Manager and fellow Facilities Crew Members to prioritize and complete daily tasks
- Communicate effectively with other departments to ensure facility readiness for all school activities

- Demonstrate integrity, reliability, and a servant-hearted attitude in all interactions
- Reflect and uphold the Christian mission and values of Providence Christian School of Texas through work ethic and service