



FARM LAB FACILITIES & OPERATIONS ASSISTANT

Job Description

JOB SUMMARY

Under the supervision of the Farm Lab Site Administrator and the direction of the Director of Facilities and Safety, the Farm Lab Facilities & Operations Assistant performs custodial, groundskeeping, and minor maintenance duties to support the safe, clean, and effective operation of the Farm Lab DREAMS campus and provide facilities support at other district sites as assigned. The position supports outdoor learning environments, campus facilities, and event spaces to ensure they are safe, functional, and ready for student learning and community use.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of custodial duties to maintain classrooms, restrooms, and campus facilities in a clean, sanitary, and orderly condition, including routine cleaning, sanitation, and periodic deep cleaning of assigned areas.
- Maintains campus grounds and outdoor learning environments in a safe, clean, and functional condition, including upkeep of walkways, gathering areas, landscaped spaces, and natural play areas. Monitors irrigation systems and reports issues or performs basic adjustments as directed.
- Performs minor maintenance and repair tasks and assists in maintaining facilities, equipment, and furnishings in safe working condition. Conducts routine inspections and reports safety hazards, damage, or needed repairs to appropriate personnel.
- Provides support for school, district, and community events, including setup and breakdown of equipment, furnishings, and materials to support instructional programs and activities.
- Provides operational support across district sites as assigned, including assisting with warehouse functions, distribution of materials and supplies, and support for

Child Nutrition Services. Operates district vehicles, equipment, and forklifts (with appropriate certification) to transport materials and supplies.

- Maintains organization of storage areas, supports work order completion, and monitors minor pest concerns in accordance with district procedures.
- The duties listed are representative in nature and are not intended to be an exhaustive list of all responsibilities assigned to this classification.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial, groundskeeping, and light maintenance work
- Safe working methods, procedures, and practices
- Requirements for maintaining school building safety practices

Ability to:

- Prioritize daily tasks
- Work effectively and efficiently with minimal direction
- Safely use hand and power tools common to grounds and maintenance work
- Maintain organization in storage spaces
- Demonstrate good judgment and common sense
- Communicate orally and understand written and verbal directions
- Establish and maintain cooperative working relationships
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Perform moderate to heavy physical labor
- Maintain a good driving record to qualify for District vehicle insurance coverage
- Work in an outdoor setting in all weather conditions
- Maintain regular and consistent attendance

Education, Licenses, and Other Requirements:

- Equivalent to the completion of 12th grade
- Possession of a valid California Motor Vehicle Operator's license

Experience:

- Experience in custodial, grounds, maintenance or related work preferred

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Work mostly outdoors in all weather conditions
- Moderate to loud noise level
- Occasional exposure to vibration, airborne particles, fumes, and/or toxic or caustic chemicals
- Shared custodial spaces

Physical Abilities:

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.

- Standing and walking for extended periods of time
- Occasionally bend at the waist, kneel, crouch, crawl, climb, sit, balance, or stoop
- Use hands to finger, handle, or feel objects, tools, or controls
- Reach with hands and arms
- Talk, hear, smell, and see
- Regularly lift and/or move up to 25 pounds
- Frequently lift and/or move up to 50 pounds

OTHER:

- Possession of a valid California's driver's license and employee provided transportation required.

CLEARANCES:

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current Negative tuberculosis (TB) clearance.

Range: 10

Board Approved:04/14/2026