LOGOS SCHOOL

Part-Time Facilities Associate

Reports To:	Director of Facilities & IT
Classification:	Part-Time
Schedule:	24-29 hours per week, generally scheduled across three days
Work Arrangement:	Fully onsite; this position is not eligible for hybrid or remote work due to the nature of the responsibilities.
Benefits:	Prorated paid vacation and prorated paid time off (PTO), maintained as separate banks of leave and based on the employee's regular part-time schedule; paid holidays in accordance with school policy; and no-cost access to Logos School's nurse practitioner for eligible health care services.
Pay:	Starting at $15.00 an hour

Logos School is a therapeutic and academic school serving students in grades 6–12 whose needs have not been met in traditional classroom settings due to mental, emotional, and behavioral challenges. We serve approximately 95–110 students through highly individualized academics and therapeutic support designed to help each student succeed.

Small class sizes, individualized instruction, integrated therapy, and a strong sense of community allow our staff to know and support students as individuals. At Logos, maintaining a safe, welcoming, comfortable, and well-functioning school is an important part of creating an environment where students can learn, grow, and feel seen, understood, and cared for.

Position Summary

The Facilities Associate supports the Director of Facilities & IT in maintaining a clean, safe, comfortable, and fully operational school environment. This position assists with the day-to-day cleaning, maintenance, organization, and general upkeep of the school building and grounds.

The Facilities Associate performs a variety of hands-on tasks and responds to changing facility needs throughout the school day. The ideal candidate is dependable, able to work independently, attentive to the condition of the building, and willing to assist wherever needed to keep the school operating effectively.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

- Perform routine cleaning and custodial duties throughout the school, including classrooms, offices, common areas, restrooms, and other spaces.
- Complete minor building repairs and general maintenance that do not require a licensed or specialized professional.
- Identify maintenance, safety, or facility concerns and report issues requiring additional attention or professional service to the Director of Facilities & IT.
- Assist with routine upkeep of the building, equipment, grounds, and school property.
- Monitor and maintain inventory of custodial, maintenance, restroom, and other facility-related supplies needed for daily school operations.
- Notify the Director of Facilities & IT when supplies need to be ordered or replenished.

- Assist with receiving, organizing, storing, and distributing facility supplies and materials.
- Assist with moving and arranging classroom furniture, equipment, and other school property as needed, with assistance when appropriate.
- Assist with classroom, office, meeting, and event setup and breakdown.
- Assist with seasonal facility needs, including snow and ice removal.
- Respond to spills, cleaning needs, minor repairs, and other facility issues that arise during the school day.
- Follow established health, safety, security, and facility procedures.
- Properly use and maintain custodial and maintenance tools, equipment, and supplies.
- Work cooperatively with school employees while minimizing disruption to students and school operations.
- Maintain appropriate professional boundaries and discretion while working throughout the school environment.
- Assist the Director of Facilities & IT with other facilities-related duties necessary to keep the school clean, safe, comfortable, operational, and functioning effectively.

Qualifications

- Previous custodial, maintenance, facilities, or related experience preferred.
- Ability to perform routine cleaning and basic maintenance and repair tasks.
- Ability to recognize facility concerns and understand when an issue should be referred to a supervisor or qualified professional.
- Ability to follow instructions and established procedures while also working independently.
- Dependable and able to manage assigned responsibilities with appropriate attention to detail.
- Ability to communicate professionally and work cooperatively with employees, students, vendors, and visitors.
- Valid driver's license if driving is required as part of assigned job responsibilities.
- Ability to successfully complete all background screening and other requirements applicable to employment in a school setting.

Physical Requirements

- This position requires regular physical activity associated with custodial and facility maintenance work, including standing, walking, bending, reaching, climbing, pushing, pulling, and carrying supplies and equipment.
- The employee must be able to safely perform the physical functions of the position, with or without reasonable accommodation. The position may require moving furniture, equipment, and other heavy or bulky items with assistance when appropriate.

Work Environment

- This is a fully onsite position and is generally scheduled across three days each week. Because the essential duties require hands-on work throughout the school building and grounds, hybrid and work-from-home arrangements are not available for this position.
- Work is performed throughout the school building and, as needed, on school grounds. The position may involve exposure to cleaning products, dust, outdoor weather conditions, and other conditions typical of custodial and facility maintenance work.

- Because facility needs can change throughout the day, the Facilities Associate must be comfortable adjusting priorities and responding, often with short notice, to unexpected cleaning, maintenance, safety, or operational needs.

General Expectations

- The Facilities Associate is expected to perform assigned responsibilities safely, reliably, and professionally and to contribute to an environment in which students and employees have a clean, safe, comfortable, and functional place to learn and work.
- This job description is intended to describe the general nature and responsibilities of the position. Duties may change based on the operational needs of Logos School.

How to Apply

Please email your current resume to Ericka Thomas, Director of Finance & Human Resources, at ethomas@logosschool.org. In your email, please briefly tell us why you are interested in working at Logos School and share any experience you have that would help you succeed in this role.

A formal cover letter is not required.