



# WISSAHICKON CHARTER SCHOOL

## **Facilities Support Staff - Awbury Campus**

Wissahickon Charter School is looking for facilities support staff. The Facilities Support Staff (FSS) is responsible for performing maintenance/janitorial duties for the building and grounds. S/he will report to the Facilities Manager.

### **Key Responsibilities**

- Clean and sanitize bathrooms.
- Sweep outdoor entrance areas front and back of Commons.
- Support the Cleaning Service by checking and re-stocking bathrooms, break rooms, and common areas.
- Staff front gate to aid the traffic flow and ensure safety and security during daily arrival and dismissal.
- Be a visible presence in common areas throughout the day and be available to support staff and teachers with facilities' needs.
- Detail trash from the grounds.
- Maintain janitorial supplies and anticipate supply needs.
- Maintain janitorial equipment, including cleaning, repairing, and orderly storage.
- Clean and maintain janitorial areas including storage areas and janitorial closets.
- Support intake of supplies from various vendors.
- Support the enforcement of campus rules including traffic flow, parking, dumpster usage, etc.
- Attend and fully participate in assigned meetings with the Facilities Manager, coming prepared with any necessary paperwork.
- Must flexible and available to meet emergency/immediate needs of staff. Examples include but are not limited to: fire alarm events, cleaning up after a sick child (vomit), overflowing water fountains, floor spills, etc.
- Must exhibit best practice abilities with common tools and practices of the trade.

*Examples of other essential but not daily activities include: grounds maintenance chores such as mulching, leaf-raking, drain cleaning, light pruning of plantings, irrigation, snow/ice removal, etc. Other indoor maintenance includes assembling, disassembling and moving furniture and equipment as needed and maintaining filters, batteries, and traps in sinks, toilets, and water fountains. This list includes examples but is not comprehensive; there will be other duties as assigned.*

### **Qualifications**

- High School Diploma or GED
- Experience serving basic commercial maintenance functions preferred, including commercial toilets, sinks, water fountains, etc.
- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.



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- Ability to maintain maintenance records.
- Ability to prioritize multiple tasks.
- Ability to work effectively both independently and on a team.
- Must have basic ability to work safely, carefully, and effectively with a variety of common tools and chemicals.
- Must be proactive in terms of noting and acting upon common maintenance and janitorial needs.
- Must maintain sufficient health and strength to commonly lift up to 75 pounds.
- May occasionally be asked to work extra hours (at supervisor's request) to support special events or needs.

## **About Wissahickon Charter School**

Wissahickon Charter School's first and current campus, Fernhill, opened in 2002 and serves 452 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in the fall of 2014. The mission of Wissahickon Charter School (WCS) is to provide a community of learning that stimulates and builds the child's intellectual, social, and character development. Wissahickon Charter Schools are planned around three essential elements: an environmental focus that allows students to experience the curriculum, recognition of service learning projects as key in students' success, and an emphasis on parents as partners in the learning experiences of their children.

## **How to Apply**

To be considered, please send your resume to both [deanjamal@wissahickoncharter.org](mailto:deanjamal@wissahickoncharter.org) AND [m.vanhoy@wissahickoncharter.org](mailto:m.vanhoy@wissahickoncharter.org). Please indicate "Facilities Support" in the subject line.

*Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.*

We are unable to respond to individual requests about status. We will contact you if we feel that your qualifications meet our needs.