

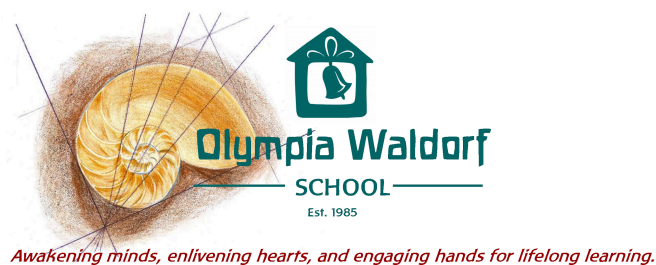
**Open Position:** Facilities Assistant

**Location:** Olympia Waldorf School, Olympia, Washington

**Position Overview:** We are searching for an experienced, motivated individual to join our school as a Facilities Assistant. As part of our facilities team, you will assist with daily operations, ensure inventory availability, and help maintain all equipment. You will report to the Facilities Manager as you perform routine and preventative maintenance, some groundskeeping, and back up janitorial duties. Our ideal candidate has a strong work ethic, works well with children present, has experience with plumbing and facilities maintenance, and has excellent time management skills. This is a physically demanding position. You must be able to stand, walk, and lift items throughout a standard shift. Regular shifts will occur during daytime weekday hours, although the position may require occasional weekend, early morning, and late evening work. This is a part-time, 30-hour per week, position.

**Duties and Responsibilities:**

- Grounds Maintenance
  - Attend to the grounds, maintaining a clean, well-kept appearance to entryways and outdoor areas.
  - Mowing, trimming, blowing and watering according to the maintenance schedule and standards set by Facilities Manager.
  - Respond to emergency maintenance issues as they arise.
- Building Maintenance
  - Maintain essential systems like HVAC, plumbing and lighting.
  - Assist with painting interior and exterior walls of buildings.
  - Take inventory of supplies and goods, delivering reorder requests to the Facilities Manager.
  - Respond to emergency maintenance issues as they arise.
- Events
  - Support set-up, tear-down, and parking needs of events, festivals, and performances as requested by the Facilities Manager and/or Event Coordinator.
- Janitorial:
  - Back-up coverage for janitor.
  - Assist in semi-annual deep cleaning of all common areas and restrooms.
- Records and Policy
  - Maintain records and assist in preparing reports.
  - Establish and maintain cooperative and effective working relationships with others, including school volunteers.
  - In consultation with the Facilities Manager, read, understand, and apply regulations, policies and procedures.
  - Ability to stay organized and maintain a list of projects and duties.
- Other duties as assigned.



### **Required Qualifications, Training, & Experience:**

- High school diploma or GED certificate.
- A Washington State Background check will be required.
- Experience with facilities maintenance, especially plumbing, electrical and HVAC
- Ability to operate hand and power tools.
- Must be able to communicate with a diverse group of people including faculty, staff, parents, and students.
- Excellent time management and organizational skills.
- Knowledge of health and safety regulations.
- Able to work in dusty, dirty, wet, and cold conditions.
- Able to perform physical labor outdoors in all kinds of weather.

### **Compensation:**

- Wage of \$17.00 - \$20.00 per hour, depending on experience and qualifications.
- Comprehensive health insurance available, including medical, dental, and vision.
- 403(b) retirement plan.
- 50% tuition remission for your children enrolled at Olympia Waldorf School.
- Childcare support, including before- and after-school care for your enrolled children.
- Paid personal leave and sick leave.

**About Olympia Waldorf School:** Olympia Waldorf School, nestled in a semi-rural, vibrant community, is a non-profit school committed to academic excellence through our unique and inspiring educational approach. We foster a creative and inclusive environment, encouraging our students to develop holistically.

### **Application Process**

Please submit a cover letter, résumé, and three professional references via email to [jmorey@olympiawaldorf.org](mailto:jmorey@olympiawaldorf.org) or by mail to Olympia Waldorf School, P.O. Box 130, East Olympia, WA, 98540. We encourage you to visit our website to learn more about our school at [www.olympiawaldorf.org](http://www.olympiawaldorf.org).

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