



Job Opening for FACILITIES & EVENT SUPPORT

THE MISSION OF EASTSIDE
PREPARATORY SCHOOL IS TO
GUIDE STUDENTS TO ...

THINK CRITICALLY

ACT RESPONSIBLY

LEAD COMPASSIONATELY

INNOVATE WISELY

These four mission components guide the growth of the school as well as the evolution of the EPS culture. Founded in 2002, Eastside Prep was accredited by NWAIS in January, 2010. Eastside Prep has grown from 17 students in 2003-2004 to a projected total of 423 for academic year 2017-2018.

Position Summary: Reports to the Facilities & Events Manager (FEM) and is responsible for set-up, clean-up, and resetting of event spaces, as well as custodial and maintenance as required, and a daily bus route.

Duties and Responsibilities

- Assist with set-up, reset, and clean-up of each event/meeting space as requested by the FEM
- Ensure event/meeting spaces are clean and reset on regular basis throughout the day
- Ensure campus is free of trash and debris and the campus is presentable at all times
- Ensure campus is safe at all times and alert the FEM of any findings
- Provide extra cleaning support of rooms and restrooms when needed
- Provide daily security/safety presence on campus and in the weekend rotation when needed
- Transport students on assigned daily bus route
- Transport students on field trips when needed
- Assist with vehicle fleet cleanliness and fueling
- Familiar with all daily bus routes and able to fill in on a different route when needed
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Strong people skills; ability to work with students of varying ages, faculty, parents, and other team members
- Demonstrated ability and willingness to collaborate with faculty and staff
- Demonstrated ability to adapt to changes and work with a team for solutions
- Has or is able to acquire a CDL is helpful

Credentials and Experience

- Experience working with students and in schools

Special Requirements

- Must have a valid Washington State driver's license and a clean driving record.
- Willing to work swing shift, holidays, and weekends as required.

Interested applicants should send his/her resume and cover letter to jtastet@eastsideprep.org. Applications will be accepted until the position is filled.