



Facilities Assistant (Part-time)

Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. Focusing on post-secondary success for all students, CCSC combines high academic and behavioral standards with a supportive environment in which all students are known exceptionally well. CCSC seeks dedicated, outstanding, and innovative faculty and staff interested in joining our diverse and talented team. Staff will build upon our rigorous academic program, commitment to diversity, and strong school culture. CCSC has been honored during its first twelve years and is currently the highest ranked middle/high school in the greater Boston area. Last year, CCSC received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools. Outstanding academic results for all students *and* all subgroups over the past few years were qualifications for both.

The goal of this part-time, hourly role is to perform routine facilities functions as directed by the facilities manager. This includes, but is not limited to, keeping the premises and equipment well maintained and updated in order to meet or exceed the criteria set forth under the applicable laws and regulations. In addition, the staff member will be required to fulfill all regular duties and commitments required of CCSC staff.

An Assistant Facilities Manager can expect to:

- Assist the Facilities Manager in coordinating preventative maintenance tasks, inventory, and space use
- Perform weekly inspections of school grounds to check for items in need of repair, additional maintenance, pest control, equipment/safety, cleanliness; anticipate upcoming needs before issues arise
- Make small repairs and/or inform Facilities Manager of items in need of repair
- Respond to trouble calls and coordinate service and repair with outside vendors
- Aid in event set-up, moving furniture, clean up, garbage collection, etc.
- File and store licenses, permits, and records of in-service, examination/inspection
- Assist in breakfast and lunch cleanup
- Stock paper products and other disposable items in all areas used by students and staff (restrooms, break rooms, etc.)
- Respond to maintenance calls and service requests during work hours
- Sustain a school-wide culture of respect and actively use the school's PBIS system
- Be assigned general duties, including student supervision and monitoring activities on school grounds
- Establish or adjust work procedures to meet scheduled work requirements
- Participate in myriad forms of professional development as scheduled for all staff
- Perform other duties as assigned

Qualifications:

- High school diploma, or GED
- Experience in general maintenance, janitorial services, or a related area
- Ability to make repairs and appropriately assess any potential issues
- Valid MA driver's license
- Demonstrate honesty, integrity, friendliness, patience, fairness, openness, non-defensiveness, sensitivity, flexibility, energy and enthusiasm. Strong interpersonal communication skills
- Ability to lift and carry 50 pounds
- Ability to bend, stoop, reach, sit, and stand for long periods of time
- Proficiency in the use of internet, Microsoft Office (Outlook, Word, Excel) and Google applications
- Comfort working with a diverse student body from Cambridge, Boston, and surrounding towns and a demonstrated ability to work responsibly with children and young adults

How to Apply

Send a cover letter and resume to Brandon Reid, Facilities Manager, at facilitiesassistant@ccscambridge.org with the subject line "Facilities Assistant."