



The Montessori School

Role: Facilities Coordinator

Schedule: 11:00am - 7:00pm beginning immediately

Pay: Starting between \$15.28 and \$16.05 per hour depending on years of cleaning and maintenance experience

Location: 710/750 Howard St. Kalamazoo, MI 49008

Benefits: 403(b), 403(b) matching, Paid time off, Health Insurance, Dental, Vision, Tuition Discount for dependents (25% off)

To Apply: Submit a resume to headofschool@themontessorischool.org. Applicants will be considered as they apply.

The Montessori School is a non-profit, private education institution for children ages 3–12 and provides a warm, vibrant, educational home designed to foster a love of learning. EOE www.themontessorischool.org.

The Facilities Coordinator is responsible for daily cleaning and upkeep of classrooms and common areas, monitoring stock of cleaning and paper products, and ensuring the school buildings and grounds are clean and well-maintained. This individual's practices will reflect the school's commitment to cleanliness, environmental protection, waste reduction and campus safety.

General duties include:

- General housekeeping duties (including but not limited to) regular classroom, bathroom, and office cleaning, disinfection, and monitoring and replenishing paper and cleaning product supplies
- Evaluate building and grounds to create a schedule of regular maintenance items (e.g. carpet cleaning, washing windows regularly, gutter cleaning, roof inspections, painting, lighting, plaster repair, parking lot repairs, playground equipment inspection, furnace filter replacement, fire extinguisher maintenance, furnace room cleaning, water softener refilling, salt tub refills, wood chip maintenance, outdoor lighting timers, flags, salting walkways and shoveling entry ways in winter, weeding and maintain designated garden areas and entrances, trimming bushes and trees as needed, maintaining hoses, gardening tools and sprinkling systems, etc.
- Report any repair or safety issues to the business manager and support the schedule of repairs by meeting with approved vendors and/or conducting the repair if it is within skillset
- Distribute and keep supplies and equipment deliveries organized
- Special, thorough cleaning and disinfection twice a year during winter break and the start of summer break
- Empty composting containers, recycling and trash bins daily
- Walk the property daily to pick up stray trash and debris and make note of repair or maintenance needs
- Keep entrances tidy and clean
- Assist with setup and take down for special school events (like open houses and socials) that may occur outside of usual work hours

www.themontessorischool.org

Administrative Office

710 Howard St., Kalamazoo, MI 49008
Phone (269) 349-3248