Facilities Closer

Job Description

Straighten classrooms and secure building.

- Empty trash in classrooms and common areas if overflowing. Replace liners.
- Arrange furniture neatly (chairs pushed under tables, arranged according to attached document)
- Put stray items in Lost and Found bin at the end of the hallway upstairs.
- Secure building at end of day
    - Close blinds at least to top of window opening
    - Close and lock windows
    - Lock doors in classrooms in first floor classrooms (3)
    - Lock front and back doors
- Put away supplies that may have been left out
- Vacuum/sweep if needed (only if there's a major spillage of glitter or something.)
- Reports damage or facility-related issues to the Office Manager
- Turn off lights (one security light remains on upstairs and one downstairs)

Job Hours

Approximately 1 hour per day, 4:30 - 5:30, Tuesday – Thursday, Beaverton Campus

Job Qualifications:

- Reliable, responsible, helpful, and thorough
- Able to lift 25 pounds
- Must be at least 16 years old

Compensation:

Minimum wage, hourly.