



Founded 1957

Maintenance Coordinator (Part-Time)

Central is seeking a part-time (25 hours per week) Maintenance Coordinator to further the school's mission and vision by ensuring a safe and attractive school facility and grounds. Hours are year-round and semi-flexible.

Mission - Central Christian School partners with families to prepare children by instilling a passion for God, a love of truth, and a zeal to serve.

Vision - Central Christian School will be a Gospel-driven, academically excellent community for each unique image-bearer of God.

Primary Responsibilities:

- Regular setup and teardown for scheduled school events.
- Works with teachers and staff to address classroom and school facility needs.
- Basic maintenance and repair of school facility and landscape.
- Attends to urgent custodial needs which cannot be addressed by custodial staff.
- At times, responds to facility emergencies outside the normal school hours.
- Collaborates with Church maintenance staff on projects as needed.

Communication

- Consults with school Business Manager and church Director of Facilities to coordinate projects which extend beyond basic maintenance.
- Responds to requests from teachers and staff in a timely manner
- Stays in regular communication with school custodial staff to ensure that cleaning issues are addressed.

Requirements

- Hands-on knowledge and experience in the safe operation of a variety of tools, machinery, power equipment used in performing essential functions.
- Basic knowledge of building codes and construction and architecture terminology.
- Ability to multitask, prioritize, and efficiently complete all activities.
- Self-starter, ability to set and meet goals, and a desire to excel.

- Ability to problem solve
- Main the ability to satisfy all physical demands: significant lifting, carrying, pushing and/or pulling up to 50 pounds; frequent stooping, kneeling, crouching and/or crawling; reaching above shoulder level; fine finger dexterity.
- Ability to withstand a variety of indoor and outdoor environmental conditions.