



Facilities and Operations Assistant Job description

The Facilities and Operations Assistant supports the maintenance of school facilities and assists in the preparation of school events. The role also includes helping with student transportation and after-school activities. Working hours may be flexible and can include Saturdays and afternoons.

This position reports to the Facility Manager.

Responsibilities:

- Assisting with overall facility maintenance
- Model AISZ character values; Respect, Responsibility, Kindness, and Resilience to promote a positive and healthy organizational culture
- Ensuring all rooms are maintained, clean, and fully equipped
- Inspecting the school building for maintenance issues
- Addressing lighting and indoor climate control issues as needed
- Performing minor repairs on furniture and equipment
- Supporting maintenance and repair of building fixtures and equipment, including locks, windows, and doors
- Setting up furniture and equipment for school events and meetings
- Assisting with deliveries and distribution of purchased items
- Assisting with transportation of students to and from school
- Coordinating traffic flow on campus during drop-off, pick-up, and school events
- Supporting the organization of after-school activities, school events, and tournaments
- Ensuring that the facility and grounds are safe and well maintained
- Performing gardening tasks and lawn mowing
- Performing other duties as assigned

Qualifications:

- High school diploma, preferably from a technical or craft school
- Basic knowledge of English (spoken and written)
- Full compliance with all Health & Safety requirements