Educating Children. Engaging Families. Empowering Communities.

3875 Glen Street * Reno, Nevada 89502
PHONE: 775-826-4040 * FAX: 775-253-8743
www.mariposaacademy.net
A Fully Qualified 501(c)(3) Non-Profit Nevada Corporation Federal ID # is 85-4266708

Site Facilities Coordinator Job Posting

Position Summary

The Site Facilities Coordinator is responsible for the overall cleanliness, safety, compliance, and maintenance of all Mariposa Language and Learning Academy facilities and grounds. This role ensures the campus is clean, safe, and welcoming while maintaining full compliance with Health Department standards, as well as state, and local regulations. The coordinator works independently to oversee custodial operations, guide night custodial staff, and monitors building and grounds conditions, reporting directly to the School Director.

Compensation and Benefits

Category	Details
Salary Range	$52,000.00 – $61,000.00
Schedule	40 hours/week, 260 days/year
Benefits	Paid holidays, PTO, health, dental, vision, and life insurance benefits per school policy for eligible employees.
Retirement	Participation in the Nevada Public Employees Retirement System (PERS) is required.

Essential Duties and Responsibilities

The Coordinator maintains full responsibility for the overall condition of the campus. Key duties include:

- **Custodial Oversight:** Lead and guide night custodial staff, assigning tasks and performing quality checks.
- **Cleaning & Sanitation:** Perform full custodial duties (e.g., sweeping, mopping, waxing, dusting, restroom sanitation, window washing). Oversee deep-cleaning and restoration projects during school breaks.
- **Maintenance:** Perform minor maintenance tasks such as replacing light bulbs, painting, and small repairs. Report major issues to the School Director.
- **Safety & Compliance:** Ensure the facility meets Health Department standards and complies with all applicable laws and regulations. Conduct regular inspections and proactively address conditions that could affect health or safety.
- **Grounds:** Maintain outdoor areas, including walkways, playgrounds, parking lots, and landscaping.
- **Security & Emergency:** Secure all facilities daily, including locking doors and setting alarms. Serve as the primary contact for facility emergencies (e.g., leaks, spills, equipment failures).

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Required Qualifications

- **Education:** High school diploma or equivalent is required.
- **Experience:** Minimum of two (2) years of custodial or maintenance experience, including at least one (1) year in a lead or supervisory role. Experience in educational or public facilities is preferred.
- **Knowledge:** Expertise in custodial operations, cleaning materials, and proper storage and use of chemicals per OSHA and Health Department regulations.
- **Skills:** Proven ability to lead and guide custodial staff, perform routine inspections, and prioritize and manage tasks independently.
- **License:** Valid Nevada driver's license with an acceptable driving record.
- **Physical Requirements:** Must be able to lift up to 50 lbs. and perform repetitive physical tasks.
- **Contingency:** Employment contingent upon successful background check and fingerprint clearance.

Application Instructions

Interested candidates must email a resume and letter of interest to:

jhunt@mariposaacademy.net

Mariposa Language and Learning Academy is an equal opportunity employer.