



VALOR
CLASSICAL ACADEMY

VIRTUS • SCIENTIA • FELICITAS

Facilities Coordinator

Position Overview:

We are seeking a reliable and mission-aligned Facilities Coordinator to join our team. This individual will ensure the cleanliness, safety, and overall maintenance of our school facilities and grounds. The ideal candidate takes pride in their work, upholds high standards, and contributes to a learning environment where students and staff can thrive. We seek individuals who understand that all roles within the school contribute to the formation of students and the preservation of a strong, orderly learning environment. Our Facilities Coordinator plays a key role in setting the tone for excellence and care in our school culture. This is a full-time position during the academic year and part time during the summer months.

Valor Classical Academy offers an excellent professional culture and regionally competitive salaries. The Facilities Coordinator position offers a salary of \$44,000-\$46,000 annually and ample vacation throughout the year, including holidays, school vacations, and during the summer. We cover a portion of the cost of health, dental, and vision benefits for the employee. This position will also participate in the Public Employee Retirement System of Idaho (PERSI).

Key Responsibilities:

- Perform daily cleaning of classrooms, restrooms, offices, hallways, cafeteria, and common areas.
- Maintain floors by sweeping, mopping, vacuuming, stripping, and waxing as needed.
- Collect and dispose of trash and recycling.
- Maintain restrooms with necessary supplies and cleanliness.
- Perform minor maintenance and repairs as needed (e.g., replacing light bulbs, minor plumbing fixes).
- Monitor and report facility issues or needed repairs.
- Maintain cleanliness and order of school grounds, including walkways, entrances, and playgrounds.
- Set-up and clean-up after daily lunch periods.
- Assist with set-up and clean-up for school events as requested.
- Ensure safe and secure handling of cleaning supplies and equipment.
- Additional duties as assigned.

Qualifications:

- Prior custodial or facility maintenance experience preferred.
- Ability to work independently and as part of a team.
- Physical ability to lift up to 50 lbs and perform manual labor.
- Strong work ethic and attention to detail.
- Willingness to support and uphold the mission and values of classical education.
- Alignment with the school's culture of respect, responsibility, and virtue.

Interested candidates should email Mrs. Amber Orozco directly with questions or application materials at aorozco@acs-id.org. Applications should contain a cover letter, resume, and three references.

All offers of employment are contingent upon completion of a thorough background and reference check.