

Job Title: FACILITIES MAINTENANCE & GROUNDS KEEPER

Supervisor: Site Manager

Supervises: None

Salary: \$23.00 hourly 40 hours weekly M-F

Program: Rise Vallejo

GENERAL SUMMARY

We are seeking a reliable and detail-oriented **Facilities Maintenance & Grounds Keeper** to join our team at our Vallejo Rise Early Learning Center. This position is responsible for maintaining a clean, safe, and well-functioning environment inside and outside for young children, staff, and families.

ESSENTIAL DUTIES & RESPONSIBILITIES

Indoor Custodial Duties

- Clean and sanitize classrooms, restrooms, kitchens, and common areas daily.
- Sweep, mop, vacuum, and/or scrub floors.
- Empty trash and recycling bins and dispose of waste safely.
- Wash windows and interior glass as needed.
- Restock paper products, soap, and other supplies.
- Deep-clean during school breaks or closures.

Groundskeeping Duties

- Mow lawns, trim bushes, and remove weeds regularly.
- Rake leaves and remove debris from play areas, sidewalks, and parking lots.
- Maintain playgrounds to ensure safety (e.g., remove hazards, refill mulch or sand).
- Water plants and manage basic landscaping needs.
- Re-keys locks and makes replacement keys as directed by supervisor.

Building & Services Assistance

- Assist with basic repairs (changing light bulbs, fixing minor leaks, tightening fixtures).
- Set up and break down rooms for meetings, parent events, or classroom rearrangement.
- Report building damage or maintenance needs to supervisor.
- Assist maintenance personnel or contractors as needed.
- Perform periodic and quarterly site/playground inspections. Ensure facility compliance with State and Federal licensing and local/State/Federal requirements by checking equipment and making adjustments/repairs.

- Assures availability of maintenance supplies by tracking inventory and placing orders. Maintain a system for tracking other assets.

Child Safety & Compliance

- Ensure all cleaning supplies and tools are stored securely and out of children's reach.
- Follow health, safety, and sanitation regulations (especially those related to childcare licensing and public health).
- Conduct regular checks to ensure playground and building areas are safe for young children.
- Responsible for daily activation and deactivation of the building's alarm system to maintain security protocols during opening and closing procedures.
- Occasional weekends and evenings may be required for special events and emergencies.
- Performs preventative maintenance (i.e. cleaning, calibrations, adjustments, repairs) work on centers, offices, playgrounds, and vehicles, including heating, ventilating, air conditioning, and refrigeration (HVAC & R) equipment according to manufacturer's specifications. Performs landscaping and maintenance. Changes filters monthly.

QUALIFICATIONS:

- Minimum one year experience in custodial and maintenance.
- Knowledge of cleaning techniques and use of janitorial equipment.
- Complete employer required trainings
- Ability to lift up to 80 pounds and walk, stand, bend, kneel, and stoop frequently
- Good balance to work at elevations above six feet.
- Valid California Driver's license
- Ability to work effectively and cooperatively with fellow employees, teachers, childcare providers, outside contractors and the general public.

This job description is not intended to be understood to be a complete list of all responsibilities, duties and skills required. Duties and responsibilities may vary depending on individual needs.