

**Northside Methodist Preschool  
Facilities Coordinator Job Description**

Hours: 7:30-1:30

**Summary:** The Facilities Coordinator at Northside Methodist Preschool (NMP) will help maintain and keep all NMP classrooms, hallways, offices, and playgrounds clean and safe.

**Qualifications and Skills:**

1. Experience with cleaning and small repair work.
2. Must be personally engaging and friendly with adults and children.
3. Must be able to work independently and collaboratively with administration staff, teachers, and NUMC Facilities team.
4. Must be organized and flexible.
5. Possess strong communication skills.
6. Be able to lift, carry, and move boxes, furniture, and such that you find in a school and office.

**Responsibilities:**

**Classrooms:**

1. Kitchen floors are mopped weekly and as needed with fresh water and disinfectant.
2. Carpets vacuumed weekly and as needed.
3. Circle time rugs and carpets steam cleaned in the summer.
4. Clean up spills/accidents in classrooms as needed.
5. Unlock all classrooms every morning. Turn off lights and lock doors every afternoon.

**Playgrounds/Outdoor Classrooms:**

1. Blow walkway and bike paths every morning in Fall/Winter, and 2x per week in Spring/Summer.
2. Check sand in sandboxes weekly and rotate sand toys monthly.
3. Remove all trash in trash bins on Fridays. Check daily and remove as needed.
4. Check for weeds and trim as needed.
5. Pressure wash playground equipment in August and March.
6. Make regular and routine safety inspections of all playgrounds.

**Kitchen:**

1. Mop the floor weekly and as needed.
2. Remove trash daily.

**Offices:**

1. Vacuum and dust weekly.
2. Remove trash daily.

**Resource Room:**

1. Remove trash daily.
2. Sweep/vacuum/mop as needed.
3. Keep Resource Room stocked and organized with teacher supplies.

**Administrative:**

1. Check the main office for mail and packages daily.
2. Unload boxes and stock shelves.
3. Paint furniture and walls as needed.
4. Set up meeting rooms for staff and parent events.
5. Change laminator film.

**Other:**

1. Wash windows periodically (especially in the summer).
2. Set up/Assist/break down morning/afternoon carpool.
3. Wash towels as needed.
4. Wash towels/soiled children's clothes daily
5. Be flexible and ready for any situation.
6. Pick up bathrooms and fill soap dispensers as needed.
7. Disinfect water fountains.
8. Set up/break down for any program and meetings throughout the year.
9. Attend monthly staff meetings if necessary.
10. Help teachers/admin with any classroom/building repairs (putting together furniture, repairing broken furniture/toys, etc.)
11. Work with NUMC Facilities Director (Tim Miltner) and his team on projects and upkeep that are beyond the preschool's scope.

Cleaning supplies and vacuum are located in Hallway 2 Boiler Room. Paint in the paint closet. The blower is kept in the Boiler Room.