



7681 Orangethorpe Avenue
Buena Park, CA 90621

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www.stpius5school.net

Part-Time Facilities Assistant 2026 - 2027

Position Overview:

St. Pius V Catholic School is seeking a part-time Facilities Assistant. The Facilities Assistant ensures the campus is clean and neat each day. Under the direction of the school's leadership, the Facilities Assistant will maintain each classroom to ensure a safe, sanitary campus. This position performs routine custodial and cleaning duties, including vacuuming, mopping, cleaning restrooms, emptying trash, and maintaining common areas. The ideal candidate is dependable, detail-oriented, and takes pride in keeping school facilities clean and well maintained.

Daily expectations include:

- Vacuum carpets and rugs throughout classrooms, offices, and other designated areas.
- Sweep and mop hard-surface floors as needed.
- Empty trash and recycling containers throughout the campus and replace liners as needed.
- Dust and wipe down surfaces, furniture, fixtures, and high-touch areas.
- Serve as a backup for other facilities staff members when they are absent, on vacation, or otherwise unavailable. Including: Clean and sanitize restrooms, including toilets, sinks, counters, mirrors, and floors.
- Maintain cleaning equipment and report damaged or malfunctioning equipment to the appropriate supervisor.
- Follow proper procedures for the use, storage, and handling of cleaning products and equipment.
- Perform other duties related to school facilities and cleanliness as directed by the supervisor.

Job Qualifications:

- Previous custodial, janitorial, housekeeping, or facilities experience preferred but not required.
- Ability to perform physical tasks such as standing, walking, bending, lifting, pushing, and carrying.
- Ability to work independently and follow established cleaning procedures.
- Dependable, punctual, and responsible.

- Strong attention to cleanliness and detail.
- Ability to work respectfully and appropriately in a school environment around students, staff, and visitors.
- Ability to safely use basic cleaning equipment and supplies.
- Must comply with all school safety policies and required background screening.

Physical Requirements

- The position requires frequent standing, walking, bending, reaching, pushing, pulling, and lifting. The employee may be required to lift and carry cleaning supplies, trash bags, and equipment weighing up to approximately 40–50 pounds.

Schedule

- Schedule is Part-Time, 20 hours. Monday through Friday, after school hours. Hours will be determined during the interview process.

Interested and qualified candidates are asked to submit a letter of introduction and resume by email to Shannon Kwan at: skwan@stpius5school.net.