



Embrace. Educate. Empower.

Job Title: Part-Time Operations Assistant

Reports To: Director of Operations, Technology, and Finance

Classification: Part-Time, Non-Exempt

Hours: Up to 34 hours per week

Position Overview

The Part-Time Operations Assistant plays a vital role in maintaining a clean, safe, and organized environment for students, staff, and visitors. This individual supports daily operational needs across all floors of the school and provides responsive assistance with various physical and logistical tasks as they arise.

Key Responsibilities

- Replenish water stations on all floors.
- Restock copy rooms where supplies are low.
- Create monthly replenishment supply boxes for classrooms with the regularly requested items.
- Provide each classroom with a replenishment supply box which includes paper towels, tissues, Dry Erase markers and have staff sign off on the receipt of their monthly replenishment supply box.
- Conduct walk-throughs on each floor to remove items improperly stored on top of lockers.
- Monitor hallways and common areas for cleanliness, damage, or maintenance concerns.
- Maintain the cleanliness and safety of the catwalk area at all times.
- Assist with ad hoc tasks such as:
 - Collecting and delivering items from offices or classrooms
 - Lifting and moving heavy materials
 - Assembling furniture and school equipment as needed

- Remain responsive and available to support general operational needs communicated through staff or the operations team.

Supply Room Management

- **Maintain and organize the staff Supply Room.**
- **Distribute supplies to staff upon request in a timely manner.**

By the first Friday of each month, conduct a full supply room inventory, develop a list of needed items, and establish a basic inventory tracking system for ongoing use.

Qualifications

- High school diploma or equivalent preferred
- Ability to lift and move heavy objects safely
- Strong attention to detail and a proactive approach to problem-solving
- Ability to work independently and manage time effectively
- Strong communication and interpersonal skills
- A positive, can-do attitude and willingness to support school needs as they arise

Salary

Job Type: Part-time

Pay: \$20.00 - \$25.00 per hour

Expected hours: No more than 34 per week