



Houston Gateway Academy Charter Schools, Inc.

Elite College Prep Academy

Committed to Excellence in Education

Maintenance Staff

Houston Gateway Academy is seeking a dependable and hardworking Maintenance team member to support the cleanliness, safety, and overall upkeep of campus facilities and grounds. This position plays a vital role in ensuring that students and staff have a safe, clean, and well-maintained learning environment. The Maintenance employee will assist with daily facility needs, repairs, and campus upkeep to ensure efficient and safe school operations.

Key Responsibilities:

- Maintain cleanliness and upkeep of classrooms, offices, restrooms, hallways, and common areas.
- Perform routine maintenance and minor repairs to campus facilities and equipment.
- Conduct regular inspections of buildings and grounds to identify and address safety or maintenance concerns.
- Support basic repairs including minor plumbing and general facility upkeep.
- Ensure exterior areas of the campus are clean and maintained, including walkways, parking areas, and grounds.
- Monitor and maintain campus safety by ensuring doors, gates, locks, and lighting are functioning properly.
- Report major maintenance issues or safety hazards to campus administration promptly.
- Maintain and organize maintenance supplies and equipment.
- Assist with trash removal, recycling, and general campus organization.
- Respond to urgent maintenance or safety needs in a timely manner.
- Follow all safety procedures and school policies when performing duties.
- Perform additional duties as assigned by campus administration.

Requirements

- Proven experience in custodial or commercial cleaning roles preferred.
- **Strong attention to detail and ability to follow instructions.**
- Ability to work independently as well as part of a team.
- Good communication skills for interacting with staff and students.
- Bilingual Preferred.
- Physical stamina to perform cleaning tasks throughout the day.



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