



**International
School**
Los Angeles
**Lycée
International**

Maintenance Team Member

About the International School of Los Angeles

Mission:

The International School of Los Angeles (LILA) is an international, preschool through 12th-grade school committed to academic excellence in a nurturing and intimate environment that encourages personal initiative, creativity and curiosity. Students are challenged through the rigorous and well-balanced bilingual curricula of the French and International Baccalaureate institutions. Our goal is to develop confident, caring, and open-minded critical thinkers who will thrive in a diverse and competitive world.

Context:

The Los Feliz Campus has approximately 350 Pre-K to 5th grade students. With more than 30% of all our students, it is the largest campus and has been at its current location since 1992. The campus is located on six acres in the Hollywood/Los Feliz area, on a hill above the ABC studios. The original buildings were designed by architect John Lautner and are classified as an historic-cultural monument by the city of Los Angeles (#553). These permanent structures and others are used as offices, classrooms, science labs, art rooms, a multipurpose room, computer labs, and a teachers' lounge. The library (about 12,000 volumes and periodicals) sits in the middle of the largest building. Several modular classrooms have been added as the school continues to grow. There is a large field used for soccer and other sports, and several play areas, which are all fenced.

Campuses

Burbank
Los Feliz
Orange County
Pasadena
West Valley

Corporate Office

Burbank

Los Feliz Campus

4155 Russell Ave, Los Angeles, CA 90027
tel 323-665-4526, fax 323-665-2607, www.internationalschool.la

Job Description

Title: Maintenance Team Member

Reports to: Maintenance Supervisor

Location: Los Feliz Campus, Los Angeles, CA

Main objective:

The maintenance team member is an integral part of the operation of the campus; responsible for creating and maintaining a safe, clean, and nurturing environment for the students and staff.

Specific responsibilities:

Responsibilities include, but are not limited to, the following:

- Clean outdoor common areas, including grounds, tables, microwave ovens, and emptying of trash cans.
- Provide general landscape maintenance, including watering, trimming, and maintaining drainage.
- Perform general repairs as needed.
- Set up and strike furniture as needed for events.
- Assist in the management of school emergency drills.
- Help with other tasks as requested.

This position requires lifting of heavy objects on a regular basis, involves the operation of light power tools, calls for climbing on ladders, and entails physically demanding work. Much of the work is outdoors in hot, cold, and inclement weather.

Selection Criteria

Essential qualifications:

- Excellent communication skills (written and oral).
- Organized and efficient.
- Ability to work independently.
- Ability to prioritize and to work under multiple deadlines.
- Unimpeachable ethical standards, personal integrity, good judgment and reliability mandatory.

Desirable qualifications:

- Ability to speak French and/or Spanish a plus.

Schedule

This is a Monday through Friday full-time, hourly paid position. Position is based at the Los Feliz campus.

How to apply

Please submit a cover letter and resume by email to cv@lilaschool.com (please put "Los Feliz Maintenance Team Member" in the subject line), or by fax to 818-994-2816. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. *No phone calls, please.*

While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. Please visit our website at www.internationalschool.la to learn more.

The International School of Los Angeles is an equal opportunity employer.