

Operations Associate

Principal Responsibilities:

- School duties as assigned (may include arrival duty, recess duty, dismissal duty, etc.)
- Assist with point of sale requirements for school meals
- Assist with operations of school events which may include the set-up for events that occur outside the school day (Percentage of Time)
- Assist with transportation issues with school bus and public buses
- Assist with overseeing vendors that are on the campus o Assist with the cleanliness and safety of the campus o Assist or handle any operation tickets that are submitted
- Assist/Receive, ordering, inventory, and stock all materials that flow through the school campus o Assist with the assembly of furniture o Assist with mail distribution
- Assist with janitorial needs when necessary
- Notify and assist the administration with any situation that poses a potential threat to school safety or health (emergency drills, lice checks, etc.)
- Perform facilities maintenance and repair tasks in a variety of areas and as assigned by the Manager of Facilities and Operations and in accordance with all applicable safety codes and regulations
- Other duties as assigned

Job Description – Operations Associate:

- Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors (R)
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school (R)
- Demonstrate a strong work ethic (R)
- Strong communication skills in English and Spanish, including proper vocabulary and grammar (P) • Cardiopulmonary Resuscitation (CPR) certified (P)
- 1 to 2 years of related experience providing customer service in a technological environment. Knowledge of a variety of hardware, software, and operating systems. Basic knowledge of network protocols and some experience with computer applications and operating systems. May be tested on appropriate computer skills as required.
- Microsoft Office or Google Suite proficiency (P)
- Interpersonal communication skills (R)
- Ability to multitask and handle multiple projects at once (R)
- Organization and detail oriented (R)

Education Requirements:

High School Diploma or GED

Certifications/Licensure, Training, Skills, Knowledge and/or Experience:

Arizona IVP Fingerprint Clearance Card (R)

Commitment to results, excellent partnership-building with key stakeholders (staff, students, families, vendors), and commitment to mission (R)