

# L A K E H I L L

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## P R E P A R A T O R Y S C H O O L

*Lakehill Preparatory School guides motivated students to learn with curiosity, lead with confidence, and serve with compassion. Our challenging and nurturing educational community inspires students to become collaborative problem-solvers who live with integrity.*

**Lakehill Preparatory School**  
**2720 Hillside Drive**  
**Dallas, Texas**

**Position Title:** Part-Time or Full-Time Facilities Assistant

Lakehill Preparatory School seeks a Part-Time or Full-Time Facilities Assistant for the 2026–2027 school year. This individual can expect to support the Director of Facilities in managing all aspects of campus operations, including maintenance, custodial services, safety, and event support for both of our school campuses. There may also be additional bus/van driving responsibilities for events such as field trips and athletic games. While reporting to the Director of Facilities, the Facilities Assistant will also work closely with the Director of Operations, Director of Security, and Head of School to ensure that the campuses' buildings, grounds, and systems are safe, well-maintained, and supportive of all school activities.

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Key responsibilities include:

- Building Maintenance - Regularly monitor the appearance and function of the school buildings and campus grounds, providing necessary repairs that include but are not limited to carpentry work, painting, hardware/fixture repair, light electrical work, and plumbing.
- Project Assistance - Work with the Director of Facilities on projects that may be ongoing or necessary. Respond to any tickets or faculty requests in conjunction with the Director of Facilities. Direct and accompany contractors on campus for repairs, inspections, or renovations.
- Hands-on Support and Event Setup - Actively participate in the physical setup, breakdown, and readiness of campus spaces for daily activities and special events. This may involve handling furniture, room configurations, and real-time adjustments to ensure all environments are fully prepared and professionally executed.
- Campus Upkeep - Ensure that the interior and exterior spaces of both campuses are kept clean, attractive, and safe at all times. The Facilities Assistant is also responsible for distributing deliveries to recipients and assisting the Director of Facilities with vendor deliveries and visits. Assist the custodial staff with cleaning and upkeep as needed.

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Ideal candidates should have the following qualifications:

- Previous work experience that includes the responsibilities outlined above.
- Collegial attitude required to interact with multiple school constituencies—faculty, staff, parents, and working on a campus with elementary school children.
- Demonstrate proactive initiative to complete repairs or clean-up with a high attention to detail.
- Exhibit a high degree of integrity, discretion, and reliability.
- A CDL license or the ability to complete an employer-sponsored CDL program.
- Ability to lift up to 50 pounds and the ability to operate power equipment weighing 50 to 80lbs.
- Ability to work outside in hot or cold conditions for extended periods of time.
- This position may require significant lifting, carrying, pushing, pulling, balancing, kneeling, etc.
- Ability to move around the campus quickly, as needed.

To apply for this position, please email a resume and cover letter to:

Evelyn Tan, Director of Operations  
Lakehill Preparatory School  
2720 Hillside Drive, Dallas, Texas 75214  
Phone: 214-826-2931  
[etan@lakehillprep.org](mailto:etan@lakehillprep.org)