

Custodian & Facility Maintenance Technician (Full Time)

JOB DESCRIPTION:

- Under limited supervision, perform various custodial and maintenance duties to provide a clean, orderly and safe environment; and perform event set-up as required.

SCOPE:

- This position performs custodial and maintenance duties in and around Saul Mirowitz Jewish Community School. Responsibilities include maintaining the cleanliness of the building and outside learning areas. Perform minor repairs and implement setup and takedown for various school events.

HOURS OF WORK:

- Monday through Friday, 8-hour day

KEY DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to:

- Clean building floors by sweeping, mopping, scrubbing and vacuuming.
- Gather and empty trash and recycling.
- Clean and supply restrooms.
- Clean windows and mirrors.
- Dust furniture and walls as needed.
- Distribute large packages to the front office or the correct location.
- Adjustments and minor repairs as required (i.e., replacing/adjusting bolts and screws, changing door handles, etc.).
- Clean and restore building interiors damaged by normal wear & tear using commercial cleaning equipment.
- Follow safety procedures for chemical cleaners to prevent damage to the building and oneself.
- Clear and dispose of trash from outdoor spaces, walkways/sidewalks, and curbs.
- Report maintenance or repair needs and concerns to the appropriate staff
- Set up barriers in the parking lot for morning drop-off and afternoon pick up
- Order supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, and sound equipment to prepare school events and service facilities.
- Perform additional duties as directed by the assigned supervisor.

ABILITY TO:

- Perform physical labor; understand and carry out oral and written directions
- Maintain a cooperative working and appropriate and friendly relationships with children; demonstrate sensitivity to and respect for a diverse population.
- Must be dedicated, proactive, and self-motivated to work in a high pace environment

KNOWLEDGE OF:

- Methods of maintaining, cleaning, and preserving various surfaces; proper use of a wide range of chemicals per state and federal regulations; handling and disposing of hazardous materials and blood-borne pathogens with care.
- Operate and maintain various custodial equipment (i.e., floor scrubbers, vacuums, buffers, pressure washers, ladders, and essential tools, such as hammers, screwdrivers, wrenches, etc.)

MINIMUM QUALIFICATIONS:**Education:****Experience:**

- Past custodial experience and building maintenance in a school or community center setting are preferred.

LICENSE OR CERTIFICATE:

- Driver's License?

SPECIAL REQUIREMENTS:

- Must be able to perform physical activities, such as but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, and standing.

Blurb for Website:

Saul Mirowitz Jewish Community School seeks a full-time Custodian & Facility Maintenance Technician. This position performs custodial and maintenance duties in and around Saul Mirowitz Jewish Community School. Responsibilities include maintaining the cleanliness of the building and outside learning areas. Perform minor repairs and set up and take down for various school events. The candidate must have the ability to;

- 1.) Perform physical labor; understand and carry out oral and written directions.
- 2.) Maintain a cooperative working and appropriate and friendly relationships with children; demonstrate sensitivity to and respect for a diverse population.
- 3.) Must be dedicated, proactive, and self-motivated to work in a high pace environment

Candidates of any religion may apply for this general studies position. Please complete the online application and submit a resume and cover letter to our Head of School, Raquel Scharf-Anderson, at rscharf-anderson@mirowitz.org.