



Tuxedo Park School is a co-educational, independent school serving 200 students. Established in 1900, with the main building constructed in 1915, and situated on a 17 acre campus, the school is located in the historic gated community of Tuxedo Park, New York. The school is one of the first schools in the country to specialize in elementary education (pre-K through Grade 9). The school serves families living in Orange and Rockland Counties in New York and Bergen and Passaic Counties in New Jersey. We seek an experienced facilities professional with solid operational experience.

Temporary Facilities Staff/Employee

Qualifications:

- High School Diploma/GED
- Experience in general cleaning of buildings and grounds
- Technical expertise with various mechanical systems and equipment (preferred)
- Demonstration of sound decision making in accomplishment of goals
- Attention to detail, approaching work in a meticulous and thorough manner
- Must have a clean driving record
- Knowledge of MS Outlook/Emails

Responsibilities include but are not limited to:

- Clean and maintain property and premises by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing rooms, vacuuming, washing surfaces, etc., ensuring all cleanliness standards are met
- Monitor building security and safety
- Knowledge/operation of outdoor power equipment (mower/tractor, snow blower, edger/trimmer, tiller, etc)
- Performs ground maintenance by mowing, watering, sweeping and weeding
- Take necessary action to correct any mechanical, structural, or electrical condition in need of repair/replacement
- This position requires extensive standing, walking on flat and uneven terrain, driving, climbing stairs/ladders, squatting/kneeling, lifting/carrying up to 50 lbs, moving furniture and shoveling
- Interact positively with students, administrators, co-workers, parents and community
- Perform other duties as assigned

Employee Safety:

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job.

The employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, students, or staff assigned to the building and reporting same to the facilities supervisor or appropriate administrator.

Compensation and Benefits:

- This position pays an hourly rate (before applicable taxes) based on experience.
- No other benefits are offered with this position.

Tuxedo Park School is an equal opportunity employer.