



We are looking for an experienced, reliable, hard-working employee to join the maintenance staff at The Shlenker School. Interested applicants should send resume to James Simmons at jsimmons@shlenker.org

Maintenance Team Member Job Description

Works in collaboration with: Congregation Beth Israel (CBI) Maintenance Staff, Assistant Elementary Division Head, Early Childhood Division Head, Elementary Division Head, Administrative Assistant to the Head of School, IT Manager

Position summary: The Shlenker School Maintenance Team Member is responsible for ensuring the facility is clean and in working order to accommodate faculty and students.

Job Responsibilities:

- Assist in maintaining school buildings and grounds in top condition
- Assist in promoting the safety, health, and comfort of students and employees in the school buildings and grounds.
- Maintain a high standard of safety, cleanliness, and efficiency during all maintenance and repair projects.
- Perform preventive and proactive maintenance in limited capacity in connection with electrical, plumbing, exterior and interior of buildings and report any needed repairs beyond the scope of this role
- Inspect all lavatories for cleanliness and maintenance of an adequate supply of toiletries (i.e. replenishment of soap, hand towels, and toilet paper)
- Respond to any major spills or other cleaning crises
- Wipe tables, sweep floors, and remove trash from the cafeteria after scheduled lunch times
- Clean high touch-point areas to reduce the spread of illness by eliminating bacteria and germs.
- Place trash bins outside the fence three times per week on trash removal days
- Prepare rooms before and after important meetings or events