



GENERAL FACILITIES ASSOCIATE

gogunn.org | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9–12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, who was himself a prominent abolitionist and progressive educator, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness and an active participant in advancing equity and inclusion.

Summary

Reporting to the Director of Facilities and/or their designee, the General Facilities Associate will assist in ensuring that the Facilities operation delivers services to students, faculty and staff in the most efficient and professional manner. The Associate will support all campus operations as needed.

Essential Functions / Responsibilities

- Fuel School and Department vehicles
- Clean School and Department vehicles
- Assist and perform Event Set-ups/breakdowns
- Assist with furniture moves (offices/dorm rooms/etc.)
- Assist in Maintenance Shop inventory control
- Maintain Shop cleanliness
- Make various deliveries on campus (transportation provided)
- Perform various minor maintenance tasks (training provided)
- Assist in various Grounds/Landscape tasks (training provided)

- Assist in various Housekeeping tasks (training provided)
- Assist in the logistical operations of the Department
- Other duties as assigned

Qualifications

All candidates must:

- Possess a valid CT Driver's License with a clean driving record and have reliable transportation.
- Be able to lift and carry up to 100lbs.
- Be able to climb stairs, ladders, scaffolding and platforms.
- Occasional night and weekend hours will be required for special events (graduation, reunions, etc.), and inclement weather.
- Be willing to learn all aspects of the Facilities Department Operations as well as offer ideas for improvements and efficiencies.
- Possess basic math skills, be able to read, write and speak fluent English.

To Apply:

This position is a 12-month, full-time, non-exempt opening. Salary is competitive, and the employment package consists of excellent benefits, including outstanding health and dental coverage and retirement plan. To apply, please send a cover letter, resume, and three professional references (references will not be contacted without notifying you) to: HR@Frederickgunn.org. Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.

The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.

BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.

Core Values

Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and

understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning - one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply - who become wise, engaged, active citizens.