



Maintenance Technician/Custodian

Carrollwood Day School seeks a qualified Maintenance Technician/Custodian to join our Facilities Team. The scheduled hours for this part-time position will be primarily on weekends. The successful candidate will be able to prioritize tasks and take pride in their work. The ideal candidate will be energetic, upstanding, dexterous, and possess the ability to self-manage.

Position Purpose: Under the direction of the Facilities Director and/or Assistant Facilities Director, the maintenance/custodian tech performs a variety of semi-skilled and skilled jobs in the maintenance, construction, alteration, and repair of buildings, grounds, and equipment. This position also provides quality custodial services to the education, administrative, and rental groups on our campus. This position works Saturday and Sunday, flexible hours.

Essential Responsibilities:

- Maintain and clean the school and its surroundings, as assigned; duties may include painting and drywall, carpentry, electrical, plumbing, masonry, flooring, HVAC, room setup and breakdown, janitorial and landscaping
- Custodial duties as assigned; duties may include cleaning, sweeping, mopping, and vacuuming of facilities
- Assist with set up/tear down of tables and chairs for group meetings
- Assist with checking facilities for safety hazards; timely report any deficiencies
- Carefully move furniture and supplies as directed by Supervisor,
- Be a team player; cheerfully assist with any other related duties as assigned by the Facilities Director, or other appropriate administrator
- Meet regular and timely attendance requirements which include weekend and evening events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Skills, and Attributes:

- High School Diploma or GED
- Valid FL Drivers License with acceptable driving record and reliable transportation
- Previous experience in the custodial industry
- Maintenance experience preferred, but not required
- Must be able to pass a thorough national criminal history check and background screening
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Demonstrate a strong work ethic and possess the ability to work with minimal supervision
- Ability, willingness, and judgment to interact and communicate effectively and professionally with all constituents in a school environment
- Basic understanding of general maintenance procedures and techniques
- Basic knowledge of cleaning equipment and agents

Physical Requirements and Work Environment:

- Works in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- Must be able to lift 50 pounds regularly and 100 pounds occasionally
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus with or without corrective lenses
- Frequently required to stand and/or walk for extended periods of time

- Regularly required to climb ladders and stairs, balance, reach, stoop, kneel, crouch, or crawl
- Ability to perform manual work requiring physical strength and agility, often in hot/humid weather, occasionally in cold weather
- Frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, and toxic or caustic chemicals
- Occasionally exposed to high, precarious places; outside weather conditions; risk of electrical shock; and vibration.
- Regularly exposed to loud noise level

Interested candidates should send a resume or job experience to facilities@carrollwooddayschool.org

Carrollwood Day School is committed to the principle of equal opportunity in employment. It is CDS' policy to provide equal employment opportunities and administer terms and conditions of employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.