



EVENTS SETUP/ RECEIVING & MAINTENANCE TECHNICIAN

Carrollwood Day School seeks a qualified Events Setup/Receiving Clerk/Maintenance Technician to join our Facilities Team. The successful candidate is able to prioritize tasks, possesses customer service skills, and takes pride in their work. The ideal candidate is energetic, upstanding, dexterous, and possesses the ability to self-manage effectively.

DUTIES

- Manage all electronic incoming event setup requests
- Maintain inventories on all event related furnishings
- Setup and tear down all events, big or small, and perform cleanup work in between and/or after the events
- Some custodial work, including cleaning tables removing trash, after events
- Manage purchase order tracking for all incoming deliveries
- Receive and track all incoming deliveries and help with package delivery to all classrooms and offices
- Additional duties as needed to assist the Operations Department with maintenance related tasks during event down times; other assigned duties as they arise

QUALIFICATIONS:

- High School Diploma or GED
- Valid FL Drivers License with acceptable driving record and reliable transportation
- Must be computer literate and competent in spreadsheet data entry and calendars
- Must have the ability and willingness to work with efficiency and composure under stressful conditions and interact positively with the staff, students, parents and visitors
- Must be able to work fluctuating hours including some early mornings, evenings and occasional weekends
- Must have professional appearance and demeanor
- Must be comfortable and confident communicating and collaborating with parents, staff, and outside vendors
- Must always display honesty and integrity
- Must demonstrate the ability to plan for contingencies with events and pivot/change gears calmly as needed
- Motivated to work independently to consistently produce results with little direct supervision
- Ability and willingness to perform basic maintenance related tasks as assigned
- Must be able to pass a thorough national fingerprint criminal history check and background screening

PHYSICAL DEMANDS and WORK ENVIRONMENT:

- This position requires constant walking and climbing stairs with frequent standing, sitting and occasional stooping, kneeling and repeated bending
- Working conditions require working both inside and outside the facilities, including extreme heat and humidity
- Must be comfortable working on a large campus that requires extensive walking to monitor facility activity and to relocate anything needed for events like tables, chairs, tablecloths, podiums and portable stage pieces
- The work is physical and requires strength and stamina. Must have a full range of motion and dexterity and must be able to lift approximately 50lbs

BENEFITS

- Complete insurance coverage that includes medical, dental, vision, disability and life insurance, Flexible Spending Accounts, wellness program
- 401(k) with 5% employer match
- Paid holidays
- Tuition discount program for children of employees who are accepted and enrolled at CDS

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