



### **Operations Utility Helper**

The Savannah Country Day School is seeking an Operations Utility Helper to join the Operations Department. Under the general supervision of the Operations Manager, the Operations Utility Helper plays a key role in providing support to the daily campus functions, sports, and other activities taking place across campus. This position requires a true team player, possessing the understanding that every team member plays a vital role in the department's success. The Operations Department includes approximately twenty (20) team members working in Maintenance, Athletics/Grounds, Event Setups/Teardowns, Safety, Transportation, and Housekeeping roles, with responsibility for more than thirty (30) buildings and six (6) sports fields. The Operations Utility Helper is accountable for delivering a safe, functional environment for students and staff. The ideal candidate will be able to work alone with attention to detail, while also recognizing the team-focused nature of the Operations Department.

Typical duties and responsibilities may include, but are not limited to the following:

- Helping maintain buildings, playgrounds, and common areas to keep the school clean, operational, and safe.
- Executing setup and teardown for all types of sporting or special events throughout the school year.
- Responding to requests and performing duties as assigned in a timely manner with a professional attitude.
- Reporting any operational concerns to the Operations Director.
- Attending and participating in training and safety programs as required.
- Following safety guidelines at all times.
- Maintaining and safeguarding all company tools and equipment.
- Performing other related duties as required or assigned.
- Willing and available to work overtime and evening/weekend events.

### **Qualifications:**

- High School Diploma or equivalent required.
- One (1) to three (3) years' proven experience performing utility type work.
- Valid driver's license required.
- Handyman type experience is a plus.
- Ability to operate a variety of equipment and vehicles (gas and electric leaf blowers, golf carts, activity buses, etc.)
- Computer skills required to utilize time clock, email, and communicate via text messages.
- Must have good problem-solving skills.
- Must have a positive attitude and the flexibility to shift priorities as needed.
- Must possess the ability to work independently or in a team environment.

### **Physical Demands**

Work requires regular sitting, standing, walking, stooping, bending, pushing, pulling, crouching, climbing ladders, and lifting objects over 50 pounds. A high degree of dexterity is required to use tools and equipment. The work is performed in campus buildings and outdoors where the employee is occasionally exposed to heat, cold, or inclement weather. The employee is exposed to dirt, dust, grease, machinery with moving parts, and irritating chemicals. The ability to distinguish between shades of color when working with electrical wiring is required.

### **To Apply**

Interested candidates should send resume and cover letter to Rich LaRossa [rlarossa@savcnds.org](mailto:rlarossa@savcnds.org). Candidates must pass a criminal background check, Motor Vehicle Records check, and reference check.

### **About Us:**

Savannah Country Day traces its origins back to the 1905 founding of The Pape School, an institution long recognized for its academic excellence and college preparatory curriculum. Led by a group of visionary parents who saw the continued need for a first-rate college preparatory school in Savannah, the founders of Savannah Country Day built upon the assets of the Pape School and created a school with a recognized tradition of academic excellence across the southeast. Today, Savannah Country Day School is Savannah's preeminent college preparatory school providing a rigorous, yet supportive learning environment for a wide variety of motivated learners. Enrolling over 1000 students ranging from infants to 12<sup>th</sup> grade, SCDS is truly a family school. Situated on a beautiful, 68-acre campus on the south side of historic Savannah, Georgia, SCDS has a 6:1 student to teacher ratio, an unparalleled arts program and a full range of athletic and extracurricular opportunities.

### **Inclusion at Savannah Country Day School:**

The Savannah Country Day School is guided by the school's mission statement which includes:

- that each student's life is enriched in a diverse community where differences among people are affirmed and celebrated.
- that the school shares with families the responsibility for fostering in each student strength of character, a sense of personal responsibility, and an attitude of faith, reverence, and tolerance.

SCDS seeks candidates of all cultures and backgrounds who embrace the school's mission of diversity, are eager to engage in the work of inclusion and have a desire to join a community of diverse individuals who celebrate their similarities while also recognizing their individuality.

Equal Opportunity Employer