



Job Description

Maintenance Assistant (M, W, F 8am-3pm)

General Description:

The Waldorf School of Baltimore is seeking a part-time maintenance assistant to work alongside the Facilities Manager focusing on routine upkeep and basic repairs to keep the building safe and operational. The person in this position will report to the Head of School and serve as part of the administrative team of the school.

To apply, please send a resume and cover letter to Kim Richardson at krichardson@twbsb.org.

Common Duties Include:

- Responding to maintenance requests: e.g. leaky faucets, broken locks, or minor electrical issues
- Completing basic repairs: Plumbing issues, replacing damaged blinds, and tile repair
- Assisting with minor upgrades: painting walls, mounting shelves, or installing chalkboards
- Organizing and maintaining tools, equipment, and supply rooms to ensure quick access and clean work areas
- Responding to hazardous spills
- Following safety procedures when handling tools, ladders, or cleaning chemicals
- Setting up and storing stage risers, tables chairs
- Work in the school grounds as needed
- Drive the school bus as needed, e.g. for after school sports
- Maintaining clear and clean entrance and exit floors and hallways
- Attending office team meetings, as needed

Maintenance Assistant Skills and Qualifications:

- Basic understanding of electrical, plumbing, mechanical, heating, and cooling building systems
- Familiarity with maintenance tools and equipment, such as voltage testers, plungers, drain snakes, wrenches, drills, and levels
- Organizational skills to maintain maintenance and storage areas and track service requests
- Must provide a clean driver's license for the State of Maryland and be a minimum of 26 years old (school's auto insurance requirement)
- All school employees are required to complete annual trainings online and in-person

This is an hourly non-exempt position, compensated at \$25/hour.



Non-discrimination statement:

The Waldorf School of Baltimore believes that each individual is entitled to equal employment opportunity without regard to race, gender or sex (including pregnancy), color, ethnicity, religion, national origin, disability, genetic information, age, military status, marital status, sexual orientation, gender identity, protective hairstyles, or any other legally protected characteristic. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.