



About Stevens Cooperative School

At Stevens Cooperative School, we imagine a world with well-informed, engaged citizens who are motivated to make a difference. In partnership with our diverse faculty, staff, families and the greater community, Stevens Cooperative School students explore, question and communicate in ways that will inspire and shape the future.

Maintenance Custodian Job Description

Reporting to the Facilities Manager, the Maintenance Custodian is responsible for keeping assigned buildings clean, safe, functional, and secure in accordance with prescribed codes and established school policies and standards. A maintenance custodian must maintain all assigned buildings in a state of full operational excellence such that they present no interruptions, distractions, or obstacles to the education program. This is a 12-month position.

Essential Duties and Responsibilities

- Keep inventory of maintenance supplies and equipment
- Clean and preserve equipment in designated spaces, lamps, workshop, etc. in the building
- Work closely with facilities team, faculty and staff to be prepared for scheduled evening activities and unscheduled events as needed
- Maintain building and grounds security by opening/closing the building each school day and during special events as directed
- Perform regular maintenance duties in assigned areas of building
- Fulfill requests made by faculty and staff
- Provide services as necessary to support curricular and extracurricular events and activities
- Assist visiting members of the public who are utilizing the spaces
- Project a positive image for the school whenever visitors are in the building
- Work on call as needed at any time for emergency repairs, equipment monitoring, snow removal or other need as identified by the Facilities Manager
- Work as a team to accomplish job goals in a safe manner
- Provide students and staff with a safe, attractive, clean, and comfortable school
- Accept other duties as assigned by the Facilities Manager or administrative staff

Daily Duties

- Turn on and check all lights throughout the building.
- Check safety equipment such as alarm panels, AEDs, fire extinguishers, video cameras, HVAC systems, general security, etc.
- Report any unsafe conditions inside and outside buildings.

- Check room temperature of the classrooms, and administrative areas.
- Make any and all adjustments to facility equipment as appropriate
- Check all classrooms for leaks and floods.
- Perform snow and ice removal from sidewalks and external doors/building areas.
- Perform preventive maintenance on equipment.
- Check daily event schedule to see if any special equipment must be set up.
- Work closely with the Facilities Manager and administrative staff to be prepared for scheduled afternoon activities and unscheduled events as needed.
- Install general building locks, cabinets, or doors; perform doors checks; set up equipment for events; assembly of furniture throughout building space.
- Check entire area for vandalism and report to the Facilities Manager.
- Check exhausts ventilating in lab and art room's kitchen areas (exhaust fans, any supplementary units).
- Perform general cleanup any and all incidents as they arise.
- Inspect entrance and side walk for damage, clutter or dirt.
- Check restrooms, sanitize fixtures, and restock restroom supplies.
- Sweep all stairways and hallways.
- Ensure classrooms appear orderly.

Weekly Duties

- Check the furniture for breakage and repair.
- Check to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.
- Make any repairs to tools and equipment.
- Clean and straighten janitor closet.
- Keep shelves and supplies in neat order and stocked with supplies.

Monthly Duties

- Clean out all storage rooms.
- Clean all brass doors, handrails, locks.
- Extract carpet and entrance mats.
- Keep shelves and supplies in neat order and stocked with supplies.
- Check that bathroom sinks, and urinals are working.
- Check all doors, handrails, and handle bars for breakage and make repairs.
- Remove all dirt from light fixtures and vents.

Winter and Spring Break Duties

- Lightly scrub and re-wax all hard tile floors; strip if needed.
- Extract and clean entrance mats and all carpeted areas according to schedule.
- Wash inside of all windows and desks tops.
- Scrub floors and clean all walls partitions in restrooms.
- Make sure all sink, showers, urinals, and stools are cleaned.

Summer Duties

- Complete summer work order list with facilities team, including repairs, moving furniture, painting, spackling, etc.
- Assess safety of buildings and make recommendations to Facilities Manager
- Strip and Wax floors in all buildings.
- Assure buildings where camp runs are well maintained and respond to any facilities needs or set-ups by camp administration.
- Assist with storage of incoming classroom supplies and furniture assembly.

To Apply:

The Maintenance Custodian position starts immediately and candidates should email a cover letter and resume to Victor Martinez, Facilities Manager, at victorm@stevenscoop.org including Maintenance Custodian in the subject line.

Stevens Cooperative School is fully committed to a culturally diverse faculty and staff body and is eager to consider applications from traditionally underrepresented groups.