

# CUSTODIAL AND FACILITIES CREW MEMBER

**Department:** Facilities

**FLSA:** Hourly, Non-Exempt

**Reports to:** Facilities Director

**Schedule:** Full-time, 12-month

## POSITION SUMMARY

The facilities department has an opening for an individual who wants to join a terrific team committed to supporting the joyful learning environment. Facilities crew members must be able to perform basic building cleaning duties to provide a healthy, safe and attractive physical environment; must be available to assist in other areas and other custodians as needed; and must cooperate with teachers, students, parents and community members as the custodian represents the school to several outside agencies. Facilities crew members must be willing to work additional hours when asked. Typical work week for this position is 10:00am until 6:00pm weekdays but will shift occasionally as needed.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as role models who bring joy and good humor to our classrooms, fields, and offices, work collaboratively with colleagues, and seek and respond to feedback. We pride ourselves on being a warm and welcoming inclusive community.

## SKILLS AND QUALIFICATIONS REQUIRED

Demonstrated aptitude for the successful completion of tasks in the fulfillment of the assigned responsibilities. State of Michigan fingerprinting and background check in compliance with state code and school policy requirements.

## PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Required to work evening hours when school is in session and days during summer and other breaks.
- Physical agility to frequently lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, stand, walk and reach overhead.
- Must be able to ascend and descend stairs
- Work in and exposed to outdoor weather elements
- Greenhills School property is a tobacco-free environment.
- COVID-19 Vaccination Required

## **ADDITIONAL INFORMATION**

Interested candidates should submit a letter of interest to the Director or Operations Ken Geremia and schedule a time to fill out an application. [kgeremia@greenhillsschool.org](mailto:kgeremia@greenhillsschool.org)

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

*Greenhills School is an Equal Opportunity Employer.*

*Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.*