



WHEELER

## Full-Time Custodian, October 2023

**Position:** Full-Time Custodian  
**Reports to:** Custodial Supervisor

**Department:** Operations  
**Exempt Status:** Non-Exempt

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking a **full-time Custodian** to join our Operations team.

This is a full time, non-exempt position, assigned to the Operations Department. The Custodian reports directly to the Custodial Supervisor. The daily work schedule is Monday through Friday, 3:00 - 11:00pm. This position is responsible for performing custodial maintenance duties, including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms, ensuring the Wheeler School campus facilities are cleaned in accordance with appropriate health and safety standards for educational facilities. They will support campus event set ups and breakdowns. All members of the Operations Department are "essential personnel" and are tasked with being first responders to crisis management situations that may arise including fire, chemical spills, active shooter, power outages, and weather related emergencies.

### Duties and Responsibilities

- Performs routine custodial duties, including dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Performs project work such as stripping and waxing floors, and carpet extraction.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders, and checking supply levels; for positions within on-campus residence halls, responsible for reporting concerns related to on-campus residents.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Assists with the hazardous waste collection as requested by the Supervisor.
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
- May assist or perform snow removal activities and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
- Performs miscellaneous job-related duties as assigned.

## Knowledge, Skills and Abilities Required

- Ability to understand verbal and written communications and instructions.
- Ability to understand and follow safety procedures.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedures.
- Operation of floor sweepers, buffers, strippers, canister vacuum cleaners, carpet extractors and shop vacuums, utilizing the proper personal protective equipment (PPE) when working with chemicals and equipment.

## Qualifications

- No previous experience required.
- High school diploma, GED, or suitable equivalent preferred.
- Completion of background check.
- Completion of on-the-job training.
- Undeterred by exposure to hazardous chemicals, bodily fluids, and communicable and infectious diseases
- Regularly required to stand, walk, talk, and hear; regularly use hands and fingers to handle, or feel objects, tool, or controls; frequently is required to reach with hands and arms; occasionally required to sit; frequently must squat, stoop or kneel, reach above the head and reach forward; and frequently bend or twist at the neck and trunk more than the average person. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as bulk furniture. Physical work is a primary part (more than 70%) of the job. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreaser, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.
- Valid driver license

## How to Apply:

Interested candidates should send a resume to [bobpacheco@wheelergmail.org](mailto:bobpacheco@wheelergmail.org) and cc [careers@wheelerschool.org](mailto:careers@wheelerschool.org). Applications will be accepted until the position is filled.

## **Statement on Diversity and Cultural Competency At Wheeler:**

We actively seek students, faculty, and staff from diverse backgrounds, believing that a broad range of experiences and viewpoints enhances learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further our community's overall diversity and cultural competency through hiring.

*The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.*

To learn more about Wheeler, please visit [www.wheelerschool.org](http://www.wheelerschool.org) and our [Careers](#) page here.

## **About The Wheeler School:**

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students from throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island, and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.