



WHEELER

Title: Custodian - Evening Shift

Department: Operations

Reports to: Lead Custodian - Evening Shift

Last Updated: 4/4/2025

Exempt Status: Non-Exempt

Position Status: Full-Time

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, seeks a full-time evening custodian to join our facilities team in Seekonk, MA.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition. Ultimately ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. In the end, employees at Wheeler love to spend their days with young people and will enjoy all that Wheeler has to offer: creativity, energy, dynamics, and diversity.

This is a full-time, non-exempt position assigned to the operations department responsible to the Facilities Supervisor on our Farm Campus. The Farm Campus is not technically a farm, but a 120-acre property with several buildings, athletic fields, tennis courts, a running track, a swimming pool, a field house, a challenge course, landscaped areas, lawns, forested areas, and trails. This position performs routine custodial duties, including cleaning and restocking supplies, along with assisting in campus maintenance and event setup. The employee collaborates with the Facilities Supervisor and Evening Custodian Supervisor to prioritize tasks, maintain equipment, and ensure safety and security standards are met.

Primary Job Responsibilities

- Perform routine custodial duties, including dusting, mopping, vacuuming, cleaning restrooms, and restocking paper products and soap supplies.
- Empty trash receptacles, dispose of trash into compactors and/or dumpsters, and bag trash for proper disposal.
- Perform cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements that may change regularly.
- Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices.
- Report needs and concerns to appropriate staff, which may include: submitting or recommending work orders, checking supply levels; responsible for reporting concerns related to Facilities Supervisor.
- Set up, break down, and clean up for campus events, ensuring proper execution.
- Patrol campus daily for items left behind and help manage the lost & found items collected throughout campus, and place them in their designated areas.
- May assist or perform snow removal activities and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
- Maintain records of work performed and necessary documentation to ensure compliance with regulations.
- Assist with facility upkeep and contribute to overall facilities management success by performing additional duties as assigned.

Job Requirements

- Attention to detail and the ability to focus on the task at hand until completed to a high standard.
- The employee must be able to meet deadlines with time constraints.
- Ability to understand verbal and written communications and instructions.
- Experience working effectively as part of a team and leading by example.
- Create a seamless transition between daytime school operations and evening athletics and rentals.
- Endure physical activity like lifting heavy objects, climbing ladders and stairs, walking long distances, and standing for extended periods.
- Be experienced with the tools and equipment required to do the tasks required of this position.
- Visually inspect, detect, and report safety hazards that are potential liabilities.
- Be a first responder to crisis management situations that may arise, including fire, chemical spills, active shooter, power outages, and weather-related emergencies.
- Recognize that every day is different and necessitates different job duties.
- Work is performed both indoors and outdoors, depending on the assignment, even in inclement weather.
- Be familiar with applicable school policies and procedures, and ensure compliance with them.
- Understand the need to work overtime and be available off-hours to respond to emergency management tasks, after-hours emergencies, or special events.
- Perform other related duties as assigned by the Lead Custodian or Facilities Supervisor.

Training, Education, and Experience Qualifications

Ideal candidates will have 2-3 years of experience in a custodial or janitorial setting. They must demonstrate a strong desire to continually improve their skills in all aspects of the job. Prior facilities and custodial experience required. High school diploma, GED, or suitable equivalent preferred. Completion of background check and on-the-job training required.

Physical Demands and Work Environment

- Regularly required to stand, walk, talk, and hear; regularly use hands and fingers to handle or feel objects, tools, or controls; frequently 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, mop buckets, etc.
- 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 outdoors, even in inclement weather
- The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and must utilize the proper personal protective equipment (PPE) when working with chemicals and equipment.
- The noise level in the work environment is usually moderate.

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

How to Apply: To apply for the position, please send a cover letter and resume to mollyreid@wheelerschool.org, including careers@wheelerschool.org, in the email. Interviews will be held on a rolling basis until the position is filled.

Statement on Diversity and Cultural Competency At Wheeler:

We actively seek students, faculty, and staff from diverse backgrounds. We believe 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. Through hiring, we seek to further the overall diversity and cultural competency within our community.

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.