



WHEELER

Title: Lead Custodian - Evening Shift

Department: Operations

Reports to: Facilities Supervisor

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 Lead Custodian - Evening Shift 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 "hands-on" position oversees evening operations, including supervising rentals and cleaning staff, executing cleaning tasks and performing maintenance to ensure the campus remains well-maintained and secure.

Primary Job Responsibilities

- Perform routine custodial tasks including dusting, mopping, vacuuming, restroom cleaning, and restocking of supplies.
- Empty trash receptacles, bag waste, and dispose into dumpsters or compactors.
- Supervise, train, and support evening custodial staff to ensure consistent quality, safety, and adherence to protocols.
- Collaborate with the Facilities Supervisor to prioritize and assign evening tasks, ensuring smooth transitions from school-day operations to evening use (athletics, rentals, events).
- Maintain walkways, parking lots, pool, tennis courts, fields, turf, and trails through routine upkeep and seasonal or weather-specific tasks like snow removal.
- Set up, break down, and clean for campus events, ensuring proper execution and facility readiness.
- Carry out cleaning duties tailored to the needs of specific buildings and changing seasonal or project-based requirements.
- Provide care and maintenance of custodial equipment and supplies; promote workplace safety and environmental best practices.
- Assemble, repair, and maintain campus furniture, fixtures, and common-use equipment.
- Proficiency with custodial tools and equipment, as well as familiarity with semi-skilled maintenance tasks such as carpentry, painting, plumbing, electrical, HVAC, and floor care.
- Conduct routine safety inspections of buildings and grounds, addressing minor issues and reporting larger concerns to the Facilities Supervisor.
- Maintain logs and documentation for completed work to ensure safety and regulatory compliance.
- Serve as a first responder in crisis situations including fire, chemical spills, power outages, weather emergencies, and active threats.
- Support campus-wide emergency preparedness, including storm preparations, evacuations, and crisis coordination.
- Additional duties as assigned by the Facilities Supervisor.

Job Requirements

- Attention to detail and a commitment to high-quality work.
- Ability to lead and give feedback to evening custodial staff while working effectively as part of a team.
- Flexibility and willingness to adapt to changing daily responsibilities.
- Ability to work both indoors and outdoors in varying weather conditions.
- Must have a valid driver's license.
- OSHA10 certification preferred or willingness to obtain.
- Certified Pool Operator (CPO) certification preferred or willingness to obtain.
- Visually identify and correct safety issues; recognize and address potential liabilities.
- Understanding of school policies and ability to ensure compliance within facilities operations.
- Willingness to work overtime or respond off-hours for emergencies or critical needs.

Training, Education, and Experience Qualifications

Ideal candidates will have 2-3 years of experience in building and grounds maintenance, preferably in a school, fitness, or recreational setting. Supervisory experience is preferred, with the ability to manage and lead a team during evening hours. High school diploma, GED, or suitable equivalent preferred. Completion of background check and on-the-job training required. Must demonstrate a strong desire to continually improve their skills in all aspects of the job.

Physical Demands and Work Environment

The physical demands described here are representative of those that are essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The requirements for performing the duties of this position are as follows:

- 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 in all 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.