



WHEELER

Title: Evening Facilities Supervisor

Reports to: Director of Operations

Exempt Status: Non-Exempt

Hours: Monday-Friday, 3 PM - 11 PM

Department: Operations

Last Updated: April 2026

Position Status: Full-Time, 40 hours per week

Salary: \$48,000 to 55,000/year, benefits eligible

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 Facilities Supervisor to join our Operations team in Seekonk, MA. The Farm Campus is *not technically a farm*, but a 120-acre property with several school buildings, athletic fields, tennis courts, a running track, aquatic facility, a field house, a challenge course, gardens, forests, and trails.

This is a hands-on role responsible for keeping campus facilities, athletic spaces, programs and events safe, functional, and ready for daily use. The position provides evening oversight of campus operations, supports athletics and rentals, and serves as the on-site lead coordinating with a small custodial team to ensure continuity and execution of nightly priorities. Successful candidates are reliable, adaptable, and collaborative, with a strong sense of ownership over campus readiness and presentation.

This is a full-time, non-exempt position within the Farm Operations department. The daily schedule is Monday through Friday, 3 PM – 11 PM. *The role requires supporting at least two overtime events per year and assisting with campus event set-ups and breakdowns.* All members of the Operations team are considered “essential personnel” and serve as first responders in crisis management situations, including fire, chemical spills, campus lock-downs, power outages, and weather-related emergencies.

Duties and Responsibilities

- Support daily campus operations including athletics facilities, event spaces, and academic buildings.
- Serve as the on-call point of contact for Farm users, including students, staff, and external programs.
- Lead event and athletics set-up and breakdown, including fields, courts, equipment, and furniture to ensure spaces are safe, functional, and ready for use.
- Assist with game-day and event-day operations, including field preparation, equipment staging, and post-event reset.
- Coordinate the movement of furniture, equipment, and supplies for school programming, rentals, and special events.
- Serve as the primary liaison between daytime operations and the evening custodial team, ensuring clear communication, continuity of work, and completion of nightly priorities, and providing direction and oversight to ensure work is completed to standard.
- Conduct routine walkthroughs of buildings and grounds, addressing minor issues and escalating larger needs.
- Assist with seasonal campus transitions, including athletics seasons, weather preparation, summer camp, and large-scale campus resets.
- Maintain cleanliness and readiness of high-use spaces including locker rooms, restrooms, and common areas, with a focus on overall campus presentation.
- Use event scheduling platform and work order system to stay informed of daily activities and coordinate priorities across campus
- Support emergency response and campus safety protocols as needed.
- Perform additional duties as assigned to support overall campus operations.

Knowledge, Skills, and Abilities Required

- Ability to understand and follow verbal and written instructions.
- Knowledge of and adherence to safety procedures.
- Commitment to maintaining exceptional levels of service across a large, diverse campus environment.
- Leadership skills to supervise and provide feedback to evening custodial staff while working collaboratively as part of a team.
- Flexibility and adaptability to changing daily responsibilities.
- Ability to work both indoors and outdoors in varying weather conditions.

Qualifications

- Prior facilities and custodial experience required.
- High school diploma, GED, or suitable equivalent preferred.
- Successful completion of a background check required.
- Valid driver's license required.
- OSHA10 certification preferred, or willingness to obtain.
- Certified Pool Operator (CPO) certification preferred, or willingness to obtain.
- 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 preferred but not required.
- Understanding of school policies and ability to ensure compliance in facilities operations.
- Comfort working around hazardous chemicals, bodily fluids, and communicable diseases.
- Physical requirements: regularly standing, walking, talking, and hearing; frequent use of hands and fingers to handle objects, tools, or controls; frequent reaching, squatting, stooping, kneeling, bending, or twisting; occasional sitting. Must regularly lift and move up to 50 pounds (e.g., cleaning supplies, unloading trucks) and occasionally up to 90 pounds (e.g., bulk furniture). Work is primarily physical (more than 70% of the job). Position also requires pushing and pulling items such as tables, bleachers, furniture, and scrubbing machines.
- Specific vision abilities required include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Wheeler Benefits

At Wheeler, we offer a comprehensive employee benefits package, including comprehensive medical and prescription drug plans, Health Reimbursement Account (HRA), Dental, Flexible Spending Accounts (FSA), 403(b) Retirement Plan, Vision, Life and AD&D, Voluntary Life Insurance, Short Term Disability, Long Term Disability Insurance, Wellness and Work-Life Programs, and Benefits Concierge services.

How to Apply

Interested candidates should send a resume to mollyreid@wheelerschool.org and cc 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.

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: the College Hill neighborhood of Providence, Rhode Island, and our 120-acre Farm Campus 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 individualized instruction that leads to success.