



THE WHEELER SCHOOL

Title: Custodial / Facilities Team Member

Department: Operations

Position Status: Full-Time, 40 hours per week

Schedule: Tuesday–Friday, 3:00 PM – 11:00 PM; Saturday, 7:00 AM – 3:00 PM

Pay Range: \$19.00/Hour, benefits eligible

The Wheeler School, a co-ed, N-12 independent day school with city and rural campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, seeks a full-time Custodial / Facilities Team Member to join our Operations department.

Position Summary

The Custodian / Facilities Team Member is responsible for maintaining a clean, safe, and well-maintained facility. This position performs routine custodial duties, assists with preventative maintenance, responds to building-related issues, and provides support for emergency situations during scheduled shifts. The ideal candidate is dependable, self-motivated, detail-oriented, and capable of working independently with minimal supervision. The position is based at our Providence campus but the candidate must be willing to travel to our Seekonk campus as needed.

Custodial Duties

- Empty trash and recycling receptacles and dispose of waste properly.
- Vacuum carpets and rugs.
- Sweep, mop, and maintain hard floor surfaces.
- Clean and sanitize restrooms, locker rooms, kitchens, and common areas.
- Wash interior and exterior windows and glass surfaces.
- Dust furniture, fixtures, vents, and other surfaces.
- Replenish restroom and cleaning supplies as needed.
- Perform carpet extraction and carpet cleaning using commercial equipment.
- Operate floor burnishers, buffers, and other floor care equipment.
- Strip, wax, and maintain floors as required.
- Clean spills and respond promptly to custodial emergencies.
- Maintain building entrances, sidewalks, and outdoor areas as assigned.

Building Maintenance Duties

- Must possess basic knowledge of plumbing, HVAC, and electrical systems.
- Troubleshoot minor maintenance issues and perform simple repairs.

- Assist with plumbing repairs such as unclogging drains and repairing minor leaks.
- Monitor HVAC equipment and report operational concerns.
- Respond to weekend building emergencies and coordinate with management when necessary.
- Assemble, move, and repair furniture and equipment.
- Assist with room setups, special events, and facility projects.
- Assist with painting duties across campus
- Assist with landscaping

Safety and Compliance

- Follow all OSHA, safety, and workplace regulations.
- Properly handle and store cleaning chemicals according to Safety Data Sheets (SDS).
- Use personal protective equipment (PPE) as required.
- Maintain a safe work environment for staff, visitors, and contractors.
- Report hazards, accidents, and maintenance concerns promptly.

Qualifications Required

- Basic custodial cleaning experience.
- Ability to safely operate custodial equipment and machinery.
- Ability to use hand tools and basic power tools.
- Ability to work independently and manage time effectively.
- Ability to lift, carry, push, and pull up to 50 pounds.
- Ability to stand, walk, bend, kneel, climb ladders, and perform physical work throughout the shift.
- Reliable attendance and punctuality.
- Experience with commercial carpet extractors and floor burnishers.
- Basic knowledge of plumbing, HVAC, and electrical systems.
- Previous building maintenance or facilities experience.
- Experience responding to after-hours or weekend facility emergencies.

Physical Requirements

- Frequently lift and carry up to 50 pounds.
- Push and pull custodial carts, floor machines, and maintenance equipment.
- Ability to climb ladders and work at various heights safely.
- Ability to work in varying temperatures and environmental conditions.
- Ability to perform repetitive physical tasks for extended periods.

Additional Expectations

- Maintain a professional appearance and positive attitude.
- Communicate effectively with staff, visitors, and supervisors.

- Secure building areas and ensure doors and windows are locked when required.
- Assist with snow removal, salting, or weather-related facility needs when necessary.
- Perform other custodial and maintenance duties as assigned.

How to Apply

Interested candidates should send a resume to nicolemineo@wheelerschool.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.