

School Maintenance Professional Posting and Job Description

Serve Math and Science Academy - a large, long standing and successful charter school in Woodbury, MN, occupying four buildings on campus-like grounds. Part time position.

Approximately 25 hours a week, with a flexible schedule (an early morning start required in the winter. Pay is \$15-\$20 an hour with prorated benefits. Preferred start: Oct 1, 2021.

Duties:

Perform light maintenance:

- In the winter, keep walking paths clear of snow.
- Shift filing cabinets and other heavy furniture from one building to another or one part of the school to another.
- Troubleshoot and complete light repairs.
- Replace lightbulbs, batteries, filters.
- Stock paper for copiers, water jugs for water coolers.
- Maintain lockers, locker combinations.
- Maintain the operations of the school's trash and recycling systems.
- Repair or replace broken or non-operational items, such as windows, doors or contract out for this work when necessary.
- Complete minor work orders from staff, as approved by administrators.
- Collaborate with Technology Coordinator on projects involving moving technology, such as phones, copiers, or computers.
- Assist with groundskeeping.
- Order and maintain an inventory of key items such as cleaning supplies (cleaning products, trash bags, paper products) and lunch supplies (sporks, paper plates, napkins)
- Organize and maintain storage.

In collaboration with the School's Executive Director:

- Facilitate the completion of annual maintenance checks from vendors such as sprinkler systems, fire alarms.
- Engage and manage external vendors including cleaners, landscaping and snow removal service, HVAC professionals, pest control, locksmith.
- Ready the buildings for events - set up and take down items such as tables, banners.
- Attend to school safety including overseeing fire drill procedures, assuring that fire extinguishers are full, fire alarms work.