

Job Title: Maintenance Worker

Location: The Discovery School

Reports To: School Director

Job Type: Full-Time

Job Summary:

The Discovery School is seeking a dedicated and reliable **Maintenance Worker** to ensure the upkeep, safety, and functionality of our school's facilities and grounds. This position is responsible for routine maintenance, minor repairs, and general custodial duties to create a safe and welcoming environment for students, staff, and visitors. The Maintenance Worker will also assist with any additional requests made by the School Director to support the overall operation of the school.

Key Responsibilities:

General Maintenance & Repairs:

- Perform routine inspections and maintenance of school buildings, classrooms, and playground areas.
- Complete minor repairs on plumbing, electrical systems, HVAC, and general building structures.
- Ensure that doors, windows, locks, and security systems are in proper working condition.

Custodial & Groundskeeping:

- Maintain cleanliness of outdoor areas, including playgrounds, walkways, and parking lots.
- Assist with landscaping duties such as trimming and watering plants.
- Ensure safe and proper disposal of waste and recycling materials.
- Respond to weather-related maintenance needs, such as clearing debris or walkways.

Safety & Compliance:

- Conduct regular inspections to ensure the school meets safety regulations.
- Identify and report potential hazards to the School Director.
- Assist in emergency situations, including fire drills and other safety procedures.

Support for School Activities:

- Set up and take down equipment for school events and activities.
- Assist with moving furniture, supplies, and deliveries as needed.
- Support teachers and staff with maintenance-related requests.

Other Duties as Assigned:

- Complete any additional maintenance or facility-related tasks requested by the School Director to ensure smooth school operations.

Qualifications & Requirements:

- High school diploma or equivalent required.
- Prior experience in maintenance, custodial work, or a related field preferred.
- Basic knowledge of plumbing, electrical, carpentry, and HVAC systems.
- Ability to operate maintenance equipment and tools safely.
- Physical ability to lift up to 50 lbs., climb ladders, and perform tasks that require standing, bending, pushing, and reaching.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and manage multiple tasks efficiently.
- Must pass a background check and comply with school safety regulations.

Preferred Qualifications:

- Previous experience in a school or educational setting.
- Knowledge of safety regulations and best practices for school maintenance.

Work Schedule & Compensation:

7:00 - (Specify working hours, whether full-time or part-time, and salary or hourly wage based on experience.)

How to Apply:

Interested candidates should submit a resume and references to the School Director, Bernadette Lugo, at blugo@thediscoveryschool.net.