



THE NEW SCHOOL

Curiosity · Character · Community

Maintenance Staff

The New School is looking a Maintenance Staff member responsible for the daily cleaning duties and ongoing maintenance request that are inherent in a fast-paced, lively school. We are Northwest Arkansas' premier independent school providing a student-centered, innovative education for more than 400 students in preschool through grade 12.

Responsibilities:

1. Cleaning Duties:
 - a. Daily cleaning of four building on campus, based on cleaning schedule outlined by the Director of Maintenance or CFO. This includes mopping floors, wiping surfaces, and cleaning and restocking bathrooms.
 - b. Daily trash removal in the dining hall after lunch
 - c. Daily trash removal from campus
 - d. Respond to direction from supervisor to clean up after student accidents and spills.
2. Interior Maintenance:
 - a. Basic plumbing – unclogging sinks and toilets
 - b. Change light bulbs
 - c. Light repairs
 - d. Paint touch-up
 - e. Other repairs as assigned
3. Exterior Maintenance:
 - a. Blow debris off of sidewalks and campus daily
 - b. Seasonal: Lawn care, leaf removal, snow & ice removal.
4. Special Events:
 - a. Assist with set-up/take down of special events. This includes drama productions, board meetings, recitals, assemblies, etc.
 - b. Other events as assigned
5. Other Duties as assigned:
 - a. Assist in any maintenance requests
 - b. Assist in special projects that have been budgeted and approved
 - c. Assist in preparation for fire, health, and licensing inspections.

Requirements:

1. Experience in school or day care preferred
2. Experience with power tools and lawn tools
3. HVAC experience strongly preferred but not required
4. Flexible and able to work independently and with initiative
5. Comfortable around children
6. Must be able to lift 40 lbs. and required constant movement
7. Clean driving record with current drivers' license
8. Must be able to pass required background checks

Hours, Compensation & Benefits: Monday-Friday 7-3. Occasional overtime and weekends for special events. Salary based on experience. Benefits include paid holidays, vacation, sick and personal days, medical and supplemental insurance.

How to apply:

Interested applicants should apply online at www.thenewschool.org/about/career-opportunities .

The New School is an independent school that respects, embraces, and celebrates diversity in its curriculum, student body, and staff. The New School does not discriminate on the basis of race, religion, gender, sexual orientation, color, national or ethnic origin in the admission of students, in hiring, or in the administration of its educational program.