

Summers-Knoll School -- Custodian/Grounds Maintenance Manager Description

Position Summary

The Summers-Knoll Custodian/Grounds Maintenance Manager full time position will be responsible to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for the CGM Manager to be careful and thorough in working, cleaning and tidying the premises.

The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative. The hours for the position are 12pm - 8pm, Monday - Friday with occasional changes to accommodate special events.

The C/G Manager ensures that the school grounds are landscaped and that faculty and staff are fully supported in their use of the building and grounds as it relates to their work with kids. The Manager also ensures that the building is a safe and healthy environment for students, faculty and staff. The position reports to the Director of Operations.

Key Responsibilities

The role includes, but is not limited to, the following responsibilities:

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap)
- Wipe mirrors and windows
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
- Report major damages and oversee repairs
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm
- Light to moderate snow/Ice removal on walkways and doorways while supporting and monitoring snow removal contractors.
- Be physically capable to lift items of 50 Lbs or less

Qualifications and Requirements of the Job

- Professional custodial services and/or demonstrated ability in these areas
- Physically capable of being on your feet for long stretches of time, lifting objects within 20 to 50 lbs (occasionally) and general physical labor (shoveling, raking, sweeping, mopping, building and other similar activities) on a regular basis
- Good organizational skills and the ability to be flexible in a changing work environment
- Ability to work closely with others in a team oriented approach
- Ability to work independently when required
- High energy/ self-starter

- Experience in a customer service oriented environment
- Comfort with, and ideally enjoys, working around young children

About Summers-Knoll School

Summers-Knoll School provides a rich academic experience for students from preschool through middle school (K-8) in small, multi-age classes. They learn in an intimate, vibrant school setting and out and about in the world through project-based, hands-on learning.

About Ann Arbor, Michigan:

The town of Ann Arbor, Michigan, just 45 minutes from Detroit Metro airport, is a thriving university town full of arts, culture and nightlife. Just a short drive from Ann Arbor and you are out in the country enjoying all that beautiful Michigan has to offer. Additionally, the historic city of Detroit is within an hour's drive.

TO APPLY, please submit the following documentation, in one complete PDF document via email to Karen Bayoneto, Director of Operations, kbayoneto@summers-knoll.org

- A resume
- A cover letter expressing your interest in the specific position and your fit with the school
- Three recent professional references that we may contact if you are selected as a finalist

Summers-Knoll School is an Equal Opportunity Employer.