



HEWITT

Job Title: Building Maintenance Assistant - McKelvey Building

Department: Maintenance

FLSA Status: Non-Exempt

The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

POSITION SUMMARY

The Hewitt School seeks a full-time building maintenance assistant for the 2021-2022 school year.

The building maintenance assistant is responsible for the cleanliness and repairs of all school buildings, and for assuring that equipment and materials are available and in place to support program needs. The building maintenance assistant reports to the director of maintenance, and is responsible for cleaning, setting up classrooms, and cleaning other areas as needed.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Assures that equipment and materials are available and in place to support program needs
- Fulfills cleaning responsibilities as assigned by the director of maintenance
- Building security and maintenance
- Sets up and cleans rooms for the after school program and special events as requested by the director of maintenance
- Trash removal
- Secures the building at night and sets the building's security system
- Other duties as assigned by director of maintenance

QUALIFICATIONS REQUIRED

- Experience as a cleaner
- High school diploma or equivalent
- Proficient in English

TO APPLY: Please submit a resumé and cover letter to employment@hewittschool.org. Cover letters should reflect a careful reading of The Hewitt School's website, including the school's academic philosophy. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.