



Handy Man / Custodian
(temporary to possible full-time position)

About Stephen Gaynor School:

Stephen Gaynor School is an independent, special education school for bright children with learning differences ages three to fourteen. Founded in 1962, Gaynor provides a rich, rigorous, and nurturing environment in which students gain the skills and confidence necessary to learn, grow, and reach their full potential. What truly distinguishes Gaynor is its individualized curriculum, designed to fit the learning styles of each and every child, paced at his/her level.

Stephen Gaynor School recently expanded to a two-building campus totaling nearly 80,000 square feet. The expansion has allowed the school to grow both academically and in the arts, reaching more children with learning differences.

Gaynor is known for attracting outstanding faculty and practitioners and is a leading special education school in New York City.

We are currently seeking a Handy Man / Custodian to join our dynamic team.

Position Description:

We are looking for an experienced Handy-Man/Custodian for a temporary to possible full-time position. The ideal candidate will perform minor building repairs including but not limited to: plumbing (faucets, drains and toilets), electrical (light switches, ballasts and outlets), painting, and drywall as well as general cleaning tasks. Must have experience with all hand and power tools and be able to communicate in English. Experience with Building Management Systems (BMS) preferred.

Reports to: Director of Construction & Facilities

Duties and Responsibilities

- Work as directed by School Administration and Building Manager via SchoolDude Work Order System
- Monitor and make adjustments to BMS as directed and approved
- Complete minor electrical repairs including changing light bulbs
- Complete work associated with all door hardware components; locks, closure, hinges, etc.
- Complete general plumbing repairs (faucets, flush-o-meters, soap dispensers, etc.)
- Inform management if/when tasks are to be completed by an outside vendor
- Shelving installation
- Give instructions to new, temporary or vendor employees
- Inspects equipment for safety and efficient operation
- Maintain work spaces in a clean, organized and safe manner
- Maintain equipment in a clean, safe and operable condition
- General maintenance of grounds
- Police, sweep and mop areas as needed
- Keeps building entrances and perimeters clean. (Take out garbage; clean leaves, snow, etc)
- Responds to service requests via SchoolDude system for various work items including the set up and take down of furniture and equipment for a wide variety of events
- Assists with all furniture moves
- Report all damages/repairs needed to Building Manager and/or Director of Facilities
- Assist with material and supply requisitioning
- Take delivery of materials and supplies
- Additional duties maybe assigned as needed

Qualifications

- Minimum of 5+ years of experience in a janitorial capacity in a school or office environment.
- Good command of the English language, written and oral; able to provide information in a clear and concise manner.

- Can exercise independent judgment/solid decision making skills, anticipate customer needs, service oriented, prioritize, take initiative and multitask; good oral/written communication, provides information in a clear/concise manner; good interpersonal skills; proven ability to interact effectively with building management tenant contacts and all levels of faculty and staff.
- Understanding of cleaning chemicals and how they work mixed together; be physically fit and willing to work in the presence of dirt, dust and fumes.
- Adhere to all Health and Safety regulations as outlined by the Company
- Understanding of methods, equipment and materials used in general maintenance work, grounds, and custodial work.
- Ability to maintain buildings in a safe, clean and orderly condition.
- Understanding of proper methods of storing equipment, materials and supplies.
- Ability to operate tools and equipment used in general maintenance and custodial work.
- Observe health and safety regulations.
- Understand and follow oral and written directions.
- Maintain routine records.
- Ability to manage multiple tasks simultaneously.
- A creative approach to problem solving; adaptability and flexibility.
- Strong organizational abilities, Judgment and discretion; ability to maintain confidentiality of sensitive information.
- Willingness to learn basic maintenance skills as required.
- Able to stand for extended periods of time.
- Basic working knowledge in plumbing and electrical repairs.

To **apply** please click [here](#).

Thank you for your interest!

Equal Employment Opportunity Statement

It is the policy of Stephen Gaynor School to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, marital status, creed, sexual orientation, citizenship, veteran or military status, or any other characteristic protected by law