



Full Time Facilities/Maintenance/Campus Operations Positions

Carrollwood Day School is seeking dependable, high-energy, and self-motivated workers to join our dedicated facilities team. We have three full-time positions open. These roles are vital in keeping our school running smoothly, safely, and efficiently throughout the academic day.

Unlike a standard evening cleaning role, this is an active, fast-paced daytime position that keeps you moving across our expansive campus. You will oversee daily lunchroom transitions, manage comprehensive campus wide recycling and supply logistics across all academic and administrative areas, conduct facility rounds, and resolve minor maintenance needs to support our teachers and students.

Example Responsibilities (specifics will be determined upon hire and will be based on needs of the team and skills and experience of the candidates):

- **Work Order Execution:** Resolve daily campus work orders involving light plumbing, basic electrical, drywall, painting, and general carpentry.
- **Operational Logistics:** Assist with moving furniture, equipment, and campus supplies as directed by the Facilities Management team.
- **HVAC & Mechanical Support:** Assist lead techs with preventive maintenance on HVAC and refrigeration equipment, including filter changes, coil and drain line cleaning, and light mechanical component replacement.
- **Campus Facilities Care:** Conduct daily rounds across campus to inspect equipment, address safety hazards, assist with light groundskeeping, and support major event setups as needed.
- **Preventive Maintenance:** Maintain tools, monitor pumps, ice machines, and air handlers, and help keep campus mechanical spaces organized and operational.
- **Event & Meeting Support:** Set up, breakdown, and reset for weekend rental groups, school meetings, and/or athletic events.
- **Custodial and Waste Management:** Maintain indoor and outdoor spaces through routine cleaning, trash and recycling removal, floor care, and basic facility maintenance.
- **Facility Security & Rounds:** Monitor campus buildings during off-hours, check for safety hazards, and report or resolve minor maintenance issues (night/weekend shifts)
- **Dining & Event Operations:** Prepare dining areas for daily service; sanitize tables between lunch periods and/or events; manage waste and floor care during and after meals and/or events

- **Proactive Campus Oversight & Operations Support:** Perform routine inspections, spot loose trash, low paper supplies, or a leaking faucet before someone else has to point it out. Adapt daily routines as needed to accommodate shifting campus schedules, facility expansions, and special events.

Skills and Qualifications We Are Looking For:

- High School Diploma or GED.
- Valid driver's license with an acceptable driving record.
- Previous experience in custodial, facilities, or light maintenance work preferred.
- Ability to pass a national criminal history and thorough background check.
- **Active & Self-Motivated:** You take pride in learning and completing tasks and are eager to move on to the next task.
- **Reliable & Professional:** Punctual, presentable, and comfortable working around and with faculty, administrators, parents, and students and in an active school setting.
- **Physical Capabilities:** Ability to lift 50 lbs, push/pull heavy trash tilt-trucks, operate light machinery (carpet extractors/scrubbers), climb stairs and ladders, and walk extended distances across campus daily. Ability to work outdoors in sometimes hot and humid conditions.

Interested candidates should send a resume or job experience to
cds-ops@carrollwooddayschool.org