

Position Description

Date: October 5, 2021

Title: Fuchs Mizrahi School Building Attende/Maintenance Staff

Department: Maintenance

Supervisor Name and Title: Wayne Schulz, Facilities Director

Founded in 1983, Fuchs Mizrahi School is a leading internationally renowned, Modern Orthodox Jewish day school, located on its LEED-certified Stone Campus in Beachwood, Ohio. Educating and inspiring students from 18-months through twelfth grade, we are motivated by a real passion for deep, meaningful learning and leadership. The belief that excellent teacher-student relationships are the foundation of a great education.

Fuchs Mizrahi School is a community committed to Torah and Mitzvot. Our students and their families are inspired to learn and grow in their love of G-d and His Torah, while seeing the modern State of Israel and aliyah as central to our personal and national destiny. We are very proud to say in our own words that Mizrahi is, "a community driven by a passion for Torah Values, Religious Zionist Ideals, and the pursuit of Excellence in General and Judaic Learning and Leadership."

POSITION OBJECTIVE

Fuchs Mizrahi School is looking for an energetic individual to join its team and serve as a second shift (3:00 pm – 10:00 pm with occasional weekend shift) building attendee/maintenance staff. The key role of this position is to support the school and its constituents by handling day to day operation of the maintenance department. Serves as maintenance support and performs other routine housekeeping duties for the school. Supports and promotes Fuchs Mizrahi School safety and security efforts.

ESSENTIAL FUNCTIONS

1. Open and close the building
2. Shovel and salt (all) entry walk ways during the winter
3. Assist with traffic control during dismissal hour
4. Perform setup for events indoors and outdoors
5. Report needed repairs to the Director of Facilities
6. Check and clean gym lockers as needed.
7. Check and clean gym locker rooms.
8. Check and cleanup any debris in hallways.
9. Check bathrooms and replace all soap and paper as needed thru the day.
10. Check stairwell and clean as needed.
11. Check offices and empty trash cans as needed thru the day.
12. Empty recycling boxes as needed.
13. Hourly walk through the building.
14. Check all rooms for paper towels (replace if needed).
15. Check all rooms for soap (replace if needed).
16. Check all bathrooms and replace all soap and paper as needed.

17. Check and cleanup debris in stairwell, landings, and steps.
18. Clean up reported/unreported spills throughout the school.
19. Clean up reported/unreported bodily fluid as quickly as possible.
20. Attend to anything that may create unsafe environment.

NONESSENTIAL FUNCTIONS

1. Perform duties as assigned in support of the Facilities Director and Senior Leadership Team.
2. Assist with special projects as needed

CONTACTS

Regular contact with all staff and faculty of the school, students, families and visitors.

SUPERVISORY RESPONSIBILITY

None

QUALIFICATIONS

High School Diploma or GED is required. Previous experience in maintenance and or housekeeping.

WORKING CONDITIONS

Ability to work flexible hours. Those may consist of Monday through Friday with occasional weekends. May require additional hours in emergencies.