

JOB DESCRIPTION

SITE CARETAKER



www.verdiecoschool.org | info@verdiecoschool.org | 321-298-2501 | Melbourne, FL

SCHOOL MISSION

To empower young people to build healthy communities.

POSITION OVERVIEW

The Verdi EcoSchool, a place and project-based Urban Farm School in Melbourne, Florida, is seeking an energetic and passionate individual to ensure the safe operation and upkeep of all sites. The position involves caretaking duties across 2 main buildings, within easy walking distance of each other.

IDEAL CANDIDATE

The ideal candidate has an eye for detail and working knowledge of simple repairs and grounds work. The candidate will embrace the mission of the school, function very effectively as a member of a collaborative team, engage enthusiastically with families and other members of the school community, and embrace the opportunities and challenges of learning and growing at an innovative start-up school. Organization, reliability, flexibility, composure, strong work ethic, and a love of being in nature are key to the role.

Working as part of a team and on your own initiative is essential. Health and safety awareness and knowledge is essential. A good service ethos is essential and a can do, proactive, energetic attitude towards your work and people is a must. A good self manager, attention to detail, and the ability to prioritize is also essential.

KEY RESPONSIBILITIES

- Open and close buildings
- Keep grounds tidy, free of trash and weed free
- Ensure inside and outside of buildings are well stocked, clean and presentable
- Conduct minor repairs
- Regular cleaning/sanitizing duties of in and outdoor spaces
- Move desks, chairs, boxes and other heavy items
- Ensure buildings are safe, tidy and complete regular checks of toilets and pick up/drop off areas
- Key holder

REPORTING

- This position reports to the administration of the Verdi EcoSchool.

SUPERVISING

- Supervise, and evaluate interns, or volunteers as needed

CREATING COMMUNITY

- Participate in Verdi EcoSchool staff meetings and special events to ensure connection with staff and School Family members as needed.

EDUCATION/EXPERIENCE

- 3-5 years experience as a caretaker, janitor, building supervisor or similar position
- Working knowledge of basic repairs and maintenance
- Strong planning, organizing, and management skills.
- Experience supervising volunteers.
- Demonstrated verbal and written skills.

OTHER SKILLS AND ABILITIES

- Able to identify local natural hazards such as poison ivy, wasps, fire ants, dangerous snakes, etc.
- Demonstrate positive and proactive communication and interpersonal skills.
- Physically agile, dexterous and able to work outdoors for long periods of time.
- Successful candidates will need to pass a background check and remain current on First Aid/CPR certifications.

PAYMENT RANGE

Salary (full time):

\$30,000 to \$35,000 commensurate with experience

TO APPLY

Send a cover letter, resume, and letters of recommendation to info@verdiecoschool.org and fill out application at www.verdiecoschool.org/workwithus