

## CARETAKER

The Three Cedars Waldorf School is searching for a **dynamic, experienced, and dedicated Caretaker**, to start immediately or before September 1<sup>st</sup>. A member of the faculty plenum, our caretaker is familiar with and interested in Waldorf education. S/he is committed to serving the practical needs of faculty and students in regards to site and facilities.

As a key member of the school community, the ideal candidate demonstrates:

- A solid track record of successful caretaking or facilities management
- An interest in and respect for Waldorf Education
- A genuine appreciation for and love of faculty and students
- A joyful and collaborative demeanor

### SUMMARY DESCRIPTION

Responsible for the planning, construction, and maintenance of equipment, facilities, and grounds. Plans, budgets, schedules, and documents facility maintenance and modifications, and campus systems.

### SUPERVISION

Supervises providers of janitorial services and contractors. Supervised by the Executive Director.

### ESSENTIAL JOB FUNCTIONS

- Oversees the coordination of building space allocation and layout, and facility expansion
- Plan, budget, schedule, implement and/or monitor campus maintenance
- Responsible for preventive maintenance of facilities, equipment, and furnishings
- Oversee Cleaning and Maintenance of Facility
- Develop and administer annual budget

### QUALIFICATIONS

Experience or familiarity with teaching and/or working in Waldorf schools. A genuine wish to contribute to a Waldorf school community through working closely and collaboratively with colleagues, students, and parents.

### COMPENSATION

Salary based on credentials and years of experience. Generous benefits includes group medical and dental insurance, group long-term and short-term disability, retirement matching, 90% tuition remission.

### WORK SCHEDULE

This position is full-time and includes 40 hours per week shared between regular school hours and evenings and week-ends as needed. Five weeks of vacation in the 1<sup>st</sup> year of employment (six weeks off in the second year and beyond), and ten personal/sick days per year.

To apply, please send to Geraldine Kline, Director, Email – [gkline@threecedarswaldorf.org](mailto:gkline@threecedarswaldorf.org)

1. TCWS Application for Employment (this form is available via this link: <http://threecedarswaldorf.org/about-us-employment>  
Please fill out the application and save before sending to ensure that your information reaches us.
2. Your resume
3. Names of three professional references