



The Putney School

Staff Housekeeping Position

The Putney School, a progressive secondary boarding school, has an opening for a Staff Housekeeper starting immediately. Putney is a leader in progressive education and is committed to the ideals of social justice. Our commitment to social justice work is embedded in our stated fundamental beliefs; it is part of our regular work in curriculum design, assessment structures, and professional development to examine, reflect on and promote anti-racist work. The ideal candidate will be eager to participate in anti-racist work and use an inclusive, social justice lens in their work with all students and adults on campus. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

Overview:

The Putney School campus is 500 acres comprising farm, woodlands, dormitories (housing 180 boarding highschool students), faculty housing, classroom and administrative buildings.

The Buildings and Grounds department at the Putney School consists of the Facilities Manager, Assistant Manager, and 6 people on staff.

Working conditions:

This is a salaried job, 40 hours a week, Monday-Friday, 8am-4:30pm most of the time. Occasional flexibility in response to the school's schedule is needed. Full benefits apply. COVID-19 protocols are in place and must be followed. Lunch is provided.

Primary duties for this position include cleaning of various buildings, working with students to guide them in various cleaning tasks, moving furniture and equipment, and assistance with snow removal. Our staff interacts closely with students, faculty and administration. As we are a small staff, you may be asked to help with other types of tasks on occasion.

Employment Requirements:

- A high level of motivation and flexibility to adapt in a dynamic environment
- Knowledge of good housekeeping practices
- Able to work efficiently on your own
- Eagerness to learn, strong teamwork skills and professionalism
- Ability to work closely with high school students

Please send a letter of interest, a resume, and the names and contact information for four professional references to mgrieco@putneyschool.org.