



POSITION AVAILABLE
Housekeeper (Temporary)
THE PUTNEY SCHOOL

The Putney School is seeking a temporary, full-time **Housekeeper** to begin work in December 2024 as a leave replacement (for a term of approximately two to three months). The Housekeeping team provides custodial services and helps maintain the standards of cleanliness and safety across campus. The housekeeper must be flexible to quickly change tasks and fulfill other related duties as they often arise. The Housekeeper should be prepared to work with students and adults performing daily housekeeping chores or tasks.

About The Putney School: Putney is a progressive boarding school for 230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work, and the school supports all its employees in developing this critical skill set.

Responsibilities:

- General cleaning of academic areas, offices, dormitories, bathrooms, dining hall, athletic facilities, and other areas as assigned. Cleaning duties include but are not limited to vacuuming; sweeping; mopping; dusting; removing trash from common areas; washing and/or scrubbing walls, woodwork, and showers; cleaning glass; sanitizing surfaces; laundering bedding & rags; resupplying cleaning supplies and materials to both public buildings and dormitories; reorganizing spaces and supply closets; and setting up dormitories prior to occupancy.
- Report any areas of concern regarding cleanliness, safety, or maintenance issues within assigned buildings.
- Uphold standards of cleanliness and safety.
- Educate students about safe cleaning practices.
- Other duties as assigned.

Qualifications:

- Must be able to utilize ergonomic work practices, safely operate and maintain cleaning equipment, and understand the proper use and storage of cleaning chemicals.
- Must be capable of working independently or within a team, as well as performing jobs that require physical endurance (ability to lift up to 40 pounds and to climb stairs, bend, kneel, execute repetitive motions, and so forth in order to complete tasks), and be flexible to work weekends as needed.
- Must possess a valid driver's license, successfully pass a criminal and sexual offender background check, and be authorized to work in the United States.
- The ideal candidate will have at least one year's prior experience in custodial services or housekeeping, as well as previous experience working with high school students.

How to Apply: Please submit a cover letter and resume via email to employment@putneyschool.org. We will continue reviewing applications until the position is filled.