



Job Title: Groundskeeper/Facility Maintenance
Reports to: Director of Facilities

About Brookwood School:

Brookwood is an Early Childhood through Grade 8 independent school of about 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on building 21st century skills and graduating students of conscience, character, compassion, and cultural competence. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

The Campus

Brookwood is located 25 miles north of Boston on the coast in Manchester, MA on a beautiful 30-acre wooded campus. The physical plant includes a pond, wetland spaces, forest areas, and open green space. The 130,000 square foot facility sits under one roof with construction ranging from the original 1900 stable (now housing grades 6-8) to the 2014 state-of-the-art lower school, a dining commons and kitchen. In addition to grade level classrooms, there are five outdoor classrooms, two music rooms, three art studios and a kiln room, four science labs and science gym, a library with a 15,000 volume collection, an Idea Lab, a gymnasium and a multi-purpose theater/gymnasium space, two synthetic turf fields, and well-appointed outdoor play spaces. The surrounding area of Cape Ann is filled with beautiful natural and historical attractions such as beaches, parks, preserves, museums and hiking trails that are used frequently by our students, employees and families alike.

Position:

Brookwood School is seeking a full-time team member for the Physical Plant department. Applicants must be reliable, work well on a team, and show pride in their daily accomplishments.

Primary Responsibilities:

- Responsible for all mowing, trimming, weeding, raking and tree maintenance.

- Primarily responsible for all general grounds maintenance, including emptying all outdoor trash receptacles and maintaining a clean campus.
- Serve as a major contributor to snow clearing and snow blowing, shoveling, and sanding operations.
- Assist as needed in performing all cleaning and maintenance functions within the building.
- Perform setup and cleanup before and after events.
- Work as part of the parking crew during events.
- Perform any other work as directed

Experience:

Applicants should be familiar with the proper use of lawnmowers, leaf blowers, snow blowers, chainsaws, etc. Plowing experience is a plus, as is the ability to perform light building repairs.

The standard hours for this position are Monday to Friday, 7:30 a.m. – 4 p.m. Weekends and very early or all-night hours are required during snowstorms. Early or late hours and/or weekends may be required for events. This is a full-time, year-round position.

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

To Apply:

Please send resume and cover letter to Robert Hastings, Director of Physical Plant, at bhastings@brookwood.edu.