



<b>Job Title</b>	Facilities Maintenance Worker
<b>PVN ID</b>	VA-2509-007013
<b>Category</b>	Clerical/Office Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Preparatory School
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$43,500.00 - \$46,500.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 12, 2025 (Or Until Filled)

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## General Description

The Dr. Derrick Griffith CUNY Preparatory School is looking for facilities maintenance worker who is responsible for the day-to-day maintenance, upkeep, and safe operation of the school building.

The Dr. Derrick Griffith CUNY Prep School was founded in 2003 and is located in the Bronx. CUNY Prep's mission is to develop lifelong learners who have the academic, personal and social skills necessary for higher education. The school serves students ages 16-19 who have left traditional high schools and helps them to obtain their High School Equivalency Diploma by passing the GED Exam. CUNY Prep also supports students' success as they move on through college. We want our graduates to have access to a greater range of opportunities and become active participants in community and civic affairs.

As members of the CUNY Prep team, all staff must be extremely committed and passionate about working with urban youth. They must be highly motivated, self-directed, flexible, reliable, and open to learning new ways of thinking about their practice. CUNY Prep staff are active participants in creating an engaging, dynamic, and highly effective school environment. All staff are responsible for actively contributing to on-going civic and social events throughout the year.

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## Other Duties

The Facilities Maintenance worker will report to the Operations Coordinator. Specific responsibilities include, but not limited to:

- Daily cleaning of classrooms, bathrooms, and garbage removal
- Manage deliveries, deliver packages to classrooms, and storage
- Assist with the set-up and break down of special events
- Assist in the routine maintenance, operations, and repair of the building
- Adjust and make minor repairs of building hardware, furniture, shelving, and equipment

- Assist in relocating building equipment and furniture
- Strip / Wax floors and Shampoo carpets
- Other duties as assigned

Some physical activities performed require climbing stairs and ladders; lifting and carrying objects weighing up to 50 pounds; using power-driven and regular hand tools; bending; crouching and kneeling; working outdoors in all kinds of weather conditions.

## Qualifications

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### **MINIMUM**

- High School Diploma /Equivalency Diploma
- Must possess a strong work ethic and be reliable
- Three (3) years experience in related field

### **PREFERRED**

- Experience in a school setting