



OCS

240 West 113th Street New York, NY 10026

Telephone: 212-866-6137 Fax: 212-665-7436

Leonard Goldberg
CEO / Head of School

OPERATIONS TEAM MEMBER

SUMMARY

The Operations Team Member is responsible for supporting Opportunity Charter School's (OCS's) operation department's mission to meet the highest standards of building maintenance and cleanliness, as well as to meet all government health and safety requirements.

The hours for this position are 12:00 p.m. – 8:00 p.m.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- 12:00 p.m. – 4:00 p.m.
 - Furniture construction and breakdown;
 - Hang bulletin boards, blinds, white boards, etc.
 - Deliver mail between OCS buildings;
 - Make deliveries to the post office;
 - Accept deliveries on behalf of the school;
 - Keep the supply of water cooler bottles replenished;
 - Escort students between OCS buildings;
 - Move furniture between OCS buildings;
 - Janitorial duties on an as-needed basis;
 - Fulfill copy requests;
 - Set-up and break-down of school events;
 - Other duties as assigned.
- 4:00 p.m. – 8:00 p.m.
 - Janitorial duties at OCS's College and Career Institute;
 - Other duties as assigned.

REQUIREMENTS

- High school diploma;
- Ability to lift at least 50 pounds;
- Eligibility to work in the United States;
- Two years of experience preferred;
- Prior experience on a school operations team preferred.

Compensation is competitive and commensurate with experience. Opportunity Charter offers a full benefits program.

Your progress. Our passion.