



## MADEIRA

### **Summer Help (temporary) – Facilities Services**

The Madeira School is a college prep boarding/day high school for girls with more than a century of delivering on its mission of launching women who change the world. Located just outside of Washington, DC, on the banks of the Potomac River in McLean, VA, Madeira enrolls 330 students. The campus consists of 375 acres. The Madeira School is seeking a temporary Summer Help to provide general labor in support of the grounds, logistics and maintenance operations of its Facilities Services Department.

#### **Responsibilities:**

- Grass cutting, trimming and bush hogging
- Blowing/raking leaves for removal
- Trash removal from campus buildings and grounds
- Pruning trees, trimming shrubs and pulling weeds
- Fertilizing and liming
- Grass seeding, planting trees and shrubs
- Fence repair and painting
- Assist tradesmen in minor preventative maintenance, repairs and replacement items across campus.
- Assists Logistics with set up and take down of events
- Other duties as assigned.

This position is a physical job which requires strength and dexterity to perform tasks, including standing, kneeling, bending, walking, climbing stairs and lifting/carrying 50 pounds or more. The position requires the ability to work on ladders of all types, including step and extension ladders (up to 40') and power assisted elevated work platforms. This position is subject to exposure to hot/cold, wet/humid weather conditions and dirt, dust, fumes, smoke, unpleasant odors, and loud noises.

#### **Requirements:**

- Must possess good oral and written communication skills and be able to follow oral and written instructions in English. Ability to express ideas effectively and concisely
- Ability to safely lift 50 pounds
- Must possess and maintain a valid driver's license

To apply, please submit your resume and cover letter to [hr@madeira.org](mailto:hr@madeira.org).