

Position Opening: Maintenance Crew

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to announce an opening for the position of Maintenance Crew at [School's Name]. As an essential part of our school community, the Maintenance Crew plays a vital role in ensuring our facilities are safe, clean, and well-maintained for our students, staff, and visitors.

Job Title: Maintenance Crew

Location: [School's Address]

Job Type: [Full-Time/Part-Time]

Salary: [Salary Information]

Responsibilities:

- Perform routine inspections and maintenance on school facilities.
- Assist with repairs and improvements to buildings and equipment.
- Ensure cleanliness and safety of the grounds and facilities.
- Respond to maintenance requests from staff and administration.
- Maintain inventory of tools and supplies.

Qualifications:

- Previous experience in maintenance or a related field.
- Knowledge of basic repair techniques and safety procedures.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.
- Good communication skills.

If you are interested in joining our team, please submit your resume and a cover letter to [Contact Email] by [Application Deadline].

We look forward to hearing from you!

Best Regards,

[Your Name]

[Your Position]

[School's Name]

[Contact Information]