

**POSITION: Custodian**



**JOIN OUR TEAM!**

At Charter Arts, creativity and community abound! Help us ensure that our state-of-the-art school building is clean and well maintained so that ALL of our students can learn in a creative, inclusive, and collaborative arts high school.

**321 East 3rd Street, Bethlehem, PA 18015  
phone (610) 868-2971 | fax (610) 868-1446**

[www.CharterArts.org](http://www.CharterArts.org)

**VISION:** To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

**MISSION:** Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

**TO APPLY:** Submit your resume to [jobs@charterarts.org](mailto:jobs@charterarts.org) by no later than November 30, 2021.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**Job/Position Specific Requirements:**

- Prior cleaning experience preferred
- Clean background checks and clearances are required prior to employment and to maintain employment
- Ability to effectively communicate with Charter Arts employees
- Candidates from diverse backgrounds are welcomed and encouraged to apply
- Bilingual a plus, but not required
- Assist the Director of Facilities with custodial services throughout the building, including classrooms, bathrooms, specific locations like the Commons Cafe, Theatre, and Black Box, and other interior and exterior maintenance as assigned
- Candidates will be proactive in their approach to services, identifying areas of need and taking action to clean when needed
- Candidates must be able to work independently with minimal oversight needed
- Candidates must be reliable and committed to providing personalized service to Charter Arts based on our building needs

**Reporting Relationship(s): Director of Facilities**

**JOB PURPOSE**

At Charter Arts we value our entire community and are looking for support in keeping our state-of-the-art building clean and well maintained so that all of our students can succeed artistically, academically, socially, and emotionally. School custodians are responsible for cleaning the building, equipment, and furnishings of our school, which include: ensuring the common areas, offices, and classrooms are clean and free from dust and other debris etc. (see below).. Custodians also maintain the cleaning equipment and ensure everything needed for cleaning the school is stocked and ready for utilization and should proactively alert the Director of Facilities when supplies are low and need to be

ordered or when a safety issue is identified during regular cleaning. As a collaborative employee, custodians must maintain working relationships with other members of the cleaning or custodial team and our school community, including students, teachers, colleagues, and visitors, to ensure the school is a clean and safe environment in which children can thrive!

**Essential functions of the job may include but are not limited to the following:**

***Task/Frequency***

- Empty general and recyclable trash replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from the exterior of trash containers. Daily
- Spot clean obvious gross soils from desks, walls, doors. Daily
- Erase whiteboards and wash resulting in a surface free of dust, soil, streaks, fingerprints and buildup (Only when noted by faculty to clean). Daily
- When requested, clean whiteboards with approved cleaner resulting in a soil and streak free surface. Daily
- Dust mop floors to remove dust and debris. Reset classroom/office furniture, tables, etc. Daily
- Clean window vestibules and doors to remove dust, soil, streaks, and fingerprints. Daily
- Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints. Weekly
- Fully vacuum all carpeted areas from wall to wall to remove dust and debris. Daily
- Damp mop floors to remove dust, soil and debris. Reset classroom furniture. Weekly
- Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris. Weekly
- Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup. Monthly
- Extract carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance. Annual
- Completely strip and refinish designated vinyl floors each year, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance. Annual
- Damp wipe theater chairs and freestanding chairs, music stands, etc. Weekly
- Clean sound panels and shampoo seats in the theatre Annual
- Clean window vestibules, stairwells, and doors to remove dust, soil, streaks, and fingerprints. Daily
- Spot mop floors to remove obvious soil, streaks and spots. Daily
- Auto scrub or damp mop hard floor surfaces leaving floor surfaces free of dust and soil. Weekly
- Wash trash containers to remove soil and buildup. Annual
- Pressure wash stair risers and treads using provided equipment. Annual
- Empty general and recyclable trash replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from the exterior of trash containers. free surface. Daily
- Monitor all corridors for litter, chairs, and music stands and potential safety hazards. Daily
- Spot mop gross soils as required. Daily
- Clean and polish drinking fountains, including vent, providing a sanitized unit free of streaks, buildup and soil. Daily
- Vacuum fabric furniture to remove dust and debris. Monthly
- Thorough clean lockers; both interior and exterior. Annual
- Wipe clean Commons Cafe' table tops. Daily
- Provide support during four (4) lunch periods to address any immediate needs. Daily
- Wipe clean table base / legs and chairs. Weekly

- Thoroughly wipe clean all tables, chairs, window ledges, and wall areas behind trash cans in Commons Cafe' Annual
- Clean elevator walls, doors, carpets, ceiling and stainless steel resulting in a cab free of debris, dust, soil and streaks. Daily
- Vacuum elevator track to remove dust and debris. Weekly
- Empty lounge room/kitchenette trash, replace liners and tie-off at corners, clean obvious soil from the exterior of trash containers. Daily
- Clean door glass and other adjacent glass areas. Glass and sills should be free of soil, streaks, and fingerprints. Start and end of shift. Daily
- Utilize disinfectant sprayer wands and other sanitizing equipment to ensure a safe environment.
- Sign room cleaning logs during shifts.
- Sanitize common and high touch areas throughout the shift, including handrails, phones, door handles, etc.
- Implement all aspects of the Health and Safety Plan as outlined.
- Evening and weekend custodians must secure the building by conducting walkthroughs at the end of each shift and by ensuring all exterior and interior doors are locked
- Custodians must ensure proper implementation of safety protocols and processes and be able to follow all directions and project task assignments, including by following and implementing all alarm procedures for opening and closing the building
- Custodians may be needed to help move large equipment and complete other facilities, maintenance, or production support tasks/equipment as needed and as assigned in addition to what is outlined here.

#### CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Cleaning experience preferred
- High school diploma, GED, or equivalent required
- Candidates from diverse backgrounds are welcomed and encouraged to apply
- Bilingual a plus, but not required
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally
- Ability to follow written and verbal directions and comply with safety, cleaning, and emergency procedures
- Ability to proactively problem solve and be self-starter and work with minimal supervision
- Perform all other related work delegated or required to accomplish the objectives of the total school program as assigned
- Must have and maintain high expectations for self and all students and team members
- Ability to utilize a walkie talkie for daily communication is required
- Schedule: Custodians may be hired to work a full time, part time, or evening/weekend schedule and shifts may adjust as needed. Custodians must be flexible and are hourly employees, which are considered non-exempt. General benefits package is included for full time employees only, which can be discussed with candidates upon hiring.
- Schedule: All Charter Arts employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor, to help support.

## PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to safely move and utilize office, classroom, and cleaning equipment
  - Ability to use computer technology and other technology as appropriate for the specified position
  - Must maintain confidentiality
  - Physical ability to: Sit 5%; Walk/Stand: 95%; Drive 0%
  - Ability to lift objects of moderate to heavy weight 15-30+ pounds, i.e. boxes, cleaning equipment, desks, etc.
  - Artistic high school environment
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### Notes:

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

***Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168 forms (if applicable), 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.***

*Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied.*