



## **Custodian**

Location: CWC Kansas City Primary Grades campus

Employment: One position: Part-Time (20 hrs/week, 0.50 FTE), Non-exempt, 12-month

Reports To: Principal and/or Director of Operations (TBD)

Supervises: n/a

The mission of CWC Kansas City is to provide an excellent public education focused on developing and demonstrating **understanding** while building **connections** within a **diverse** community.

### **Schedule**

Subject to change, the custodial roles will work as follows:

FT (30 hrs/week): 8a-2p, Mon-Fri

PT (20 hrs/week): 2p-6p, Mon-Fri

Both roles will have the opportunity to extend later (or earlier) in order to cover sick/personal days from the other custodian, although not to exceed 8 hours/day and 40 hours/week.

### **Responsibilities**

The Custodian is responsible for the caretaking, cleaning, and upkeep of the Primary Grades campus building while working amongst and supporting an elementary-aged student population.

Custodians are a part of our educational team and will be included in student support services with all other employees. As such, they are expected to interact in a positive manner with students, maintain the organizational values, and work collaboratively with faculty and staff to create a positive student culture. Training on how to address specific workplace situations, respond to occasional parent questions or requests, and interact with students will be provided. Similarly, the faculty and staff will be expected to maintain a level of courtesy and respect for the needs and requests of the custodians to assist in making their work manageable.

The expectation of a two-person custodial team is that both individuals will function as a team. Specific job tasks will be discussed in collaboration with a supervisor and, unless specifically changed in the future, the roles are equal members of a team.

## Interior Cleaning

- Primary responsibility for the cleanliness of all areas of the Primary Grades campus, including daily cleaning of:
  - Restrooms (Adult & Student)
  - Classrooms, including tables and chairs
  - Common Areas (lobby, landings, hallways, elevator)
  - Stairwells
  - Kitchen & Multi-Purpose Room
  - All office areas, including front desk.
- Empty all trash and recycle receptacles; remove trash/recycle to appropriate dumpster daily.
- Stocking all restrooms, kitchen, and classrooms, requesting supplies when below stock level.
- Assisting school faculty/staff with any student "accidents," utilizing the Uniform Closet as needed and per procedure.
- As-needed cleaning of:
  - Windows, including ledges
  - Walls
  - Mechanical and storage rooms
- Summer cleaning of:
  - Deep cleaning of all interior space
    - Cleaning all tables/chairs
    - All classroom surfaces
    - All cabinets and cubbies
    - All floors (carpets, rugs, tile)
  - Assisting in "resetting" the building each summer

## Exterior Cleaning

- Primary responsibility of cleaning all exterior areas of the building, including daily cleaning of:
  - Entrance vestibules
  - Sidewalks
  - Door glass & surrounding windows
- As-needed cleaning of:
  - Weeding mulched areas
  - Parking lot
  - Playground area
  - Exterior windows
  - Dumpster enclosure

## Building Maintenance

- Identifying & communicating needed maintenance tasks; completing them, if time/skills allow

## Meal Assistance

- Cleaning up immediately after breakfast; resetting the MPR and removing trash.
- Being on hand throughout lunch to assist students and clean-up between each rotating lunch session. Transport trash as needed. Ensuring safety protocols are followed in kitchen throughout service (sanitized water, water temperature, rags and gloves, etc.)
- Cleaning up immediately after ACE snack; resetting the MPR to breakfast-ready.

## Building Security

- Working with the ACE Director to prepare the building to be secured each night.

## Other

- Functioning as a team member during the school day to support transitions, setup or breakdown of the lunchroom, office help, front desk coverage, and other responsibilities as needed and assigned.

The ideal custodian will have:

- Experience (minimum two years preferred) working with early elementary grades in classroom, after-school, camp, or a similar environment
- Experience working with diverse populations, including English language learners and students with special needs
- Experience in commercial or school custodial/janitorial work.
- Maturity, humility, strong work ethic, sense of humor, and a can-do attitude
- Fluency in Spanish is beneficial

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Interested applicants may apply by submitting (1) a cover letter, (2) a résumé, and (3) responses to the following questions to: [careers@cwckansascity.org](mailto:careers@cwckansascity.org) [subject line: Custodian]. No phone calls, please.

Essay Questions: Please respond briefly (maximum one page for each question) to the following questions:

1. Why is it important for students to have a clean learning environment?
2. Why would you be excited to work in a school custodian role?
3. Please describe your availability for the role(s) you are applying (8a-2p and/or 2p-6p); do you have availability to extend those hours on occasion as needed?

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*CWC Kansas City offers competitive salaries commensurate with experience, and a comprehensive benefits package. We are an Equal Opportunity Employer and it is our policy to not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in our programs or employment practices as required by law. Further, as a school serving a diverse group of students, we work to reflect this diversity in our staff as well.*