



NEVADA CITY SCHOOL OF THE ARTS

Job Opportunity

Nevada City School of the Arts (NCSOTA), a TK-8 charter school in operation since 1994, is seeking a dynamic, culturally aware, stimulating and qualified Custodian/Janitor to join our team.

JOB TITLE: SCHOOL HOUSEKEEPER
SCHEDULE: 2022/23 School Year – Part-time 20 hrs/wk
WAGE: \$18.85-\$25.34 per hour, depending on experience
SUPERVISOR: Lead Custodian

SUMMARY: The School Housekeeper works directly with the Lead Custodian. This position provides cleaning and sanitizing services at assigned school buildings; ensuring an attractive, sanitary and safe environment for students, staff and visitors while performing a variety of special cleaning operations; and assists in preparing facilities for classroom activities and campus events.

DUTIES AND RESPONSIBILITIES

- **Ensuring** a high standard of cleanliness is achieved throughout the school, including that the immediate outside areas are neat and tidy on a daily basis, as tasked by the Lead Custodian, and including, but not limited to:
 - **Sweeps**, dusts, scrubs and mops floors
 - **Dusts** and/or washes walls, whiteboards, woodwork, light fixtures, windows, blinds, desks, furniture and other school furniture and equipment
 - **Vacuums** rugs and carpets and shampoos when needed
 - **Empties** and cleans waste receptacles, collects recyclables, and prepares waste for pickup
 - **Cleans** restrooms and kitchens as directed
- **Ensuring** that any trash is discarded properly and in accordance with the School's Recycling Policy.
- **Some** movement of light furniture is required, for example desks and chairs during daily vacuuming of classrooms.
- **Maintains** custodial equipment and supplies, including inventorying supplies and ordering equipment, tools and supplies when needed
- **Reporting** any maintenance problems to the Lead Custodian.
- **Assists** in moving, setting up and arranging furniture and equipment in classrooms and common areas, for special events or meetings
- **Secures** facilities and grounds to minimize property damage, loss, and liability and to ensure safety at the work site
- **Informs** Administration regarding safety and maintenance concerns, preparing documentation where necessary
- **Performs** other related work as required and assigned.
- **Initiates** and performs duties with a drive, passion and willingness to succeed without direct supervision.
- **Abides** by all NCSOTA Employee Handbook guidelines.
- **Ensure** confidentiality for any information obtained relating to staff, parents, students and the School.

EDUCATION, EXPERIENCE, LICENSURE

- High school diploma or equivalent
- Minimum 1 year related work experience preferred

WORKING CONDITIONS

Environment

- Indoor/outdoor work environment
- Driving a vehicle to conduct work

OTHER REQUIREMENTS

These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

- Fingerprint and Background clearance
- Valid Tuberculosis clearance and every four years thereafter
- Evidence of Automobile Insurance and valid California Driver's License
- Completion of mandatory training (video & in-person) within 6 weeks of employment and every year thereafter.

PHYSICAL DEMANDS (*with or without reasonable accommodations*)

- Lifting and carrying (maximum 50 lbs.)
- Frequent pushing and pulling
- Frequent walking
- Dexterity of hands and fingers
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information

EQUAL OPPORTUNITY EMPLOYER

NCSOTA is an Equal Opportunity Employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.

Supervisor: Lead Custodian

FLSA Status: Classified Hourly

Employee Group: Facilities

Employment Status: Part-Time, Permanent

TO APPLY: Submit resume to:

**Nevada City School of the Arts
Attn: Business Office
13032 Bitney Springs Road
Nevada City, CA 95959**

FAX: 530-273-1522

EMAIL: employment@ncsota.org

DEADLINE TO APPLY

Open Until Filled