



Position: Part Time Day Porter - Custodian
Status: 5.5 hours a day (approximately 10:00am – 3:30pm)
Duration: 12 Month Employee
Reports to: Facilities Manager

Our Mission

The Elmwood Village Charter Schools provide a stimulating and engaging learning environment that recognizes student capability, fosters their connectedness to their immediate and broader communities, and offers them ways to contribute to school life. EVCS believes that all students can and will learn at high levels when provided with the right learning conditions.

The Opportunity

We are looking for a reliable day porter/custodian who takes pride in a clean school for our campus community who will:

- Perform general cleaning duties in order to maintain a high level of building and site as a welcoming and clean environment for all staff, visitors and students
- Moves packages and materials to their assigned location
- Ensures that all entrances are clean and maintained appropriately for the campus community
- Clean the floors including sweeping/dust mopping, wet mopping and vacuuming as needed to keep the building safe during the school day
- Collect and empty trash and recycling containers throughout the day
- Maintains sanitizer dispenser levels throughout the building
- Sanitizes spaces when necessary
- Clean and disinfect washrooms, replace hand sanitizers, soaps and paper products as necessary throughout the school day
- Set up custodial carts for the night shift
- Notifies the Building Manager of any emergency maintenance issues and required supplies.
- Additional job duties may be added based on the needs of the building.

What We Look For

We want someone who:

- Commitment to the Mission and Core Values of Elmwood Village Charter School
- Demonstrates a commitment to providing high-quality customer service to all
- Is highly detail-oriented with excellent follow-up and follow-through
- Maintains a positive attitude, even in the face of pressure
- Is a team player and open to receiving feedback

- Thrives in a fast-paced, entrepreneurial environment, and is flexible
- Takes initiative, communicates well with co-workers and can work independently with little direction
- Maintains confidentiality and exercises discretion in the dissemination of information

Qualifications

- High School Diploma or equivalent preferred
- One year of Custodial experience preferred
- Prior experience in school setting preferred
- Ability to stand for up to 5 hours per day and move about effectively to fulfill the essential functions of the job.
- Ability to climb ladders, bend, stretch, kneel and lift a minimum of 25 lbs required
- Manual dexterity and strength needed to operate cleaning tools such as mops, brooms and vacuum cleaners

What We Offer

EVCS offers an excellent working environment supported by our shared leadership team to ensure each person's strengths can be utilized and fostered.

EVCS offers competitive salaries commensurate with experience.

EVCS believes in the importance of being a diverse, equitable and inclusive organization that enables our community to thrive.

As an equal opportunity employer, we hire without consideration to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Join Our Team

To apply to this opportunity, please send your resume and a cover letter on Elmwood Village Charter Schools Website: <http://www.evcsbuffalo.org/careers/>