

School Custodian/Facilities Manager – Tapestry Public Charter School, Atlanta, GA

NOTE: To apply for this position, interested candidates should send (1) a cover letter summarizing interest, skills, and qualifications; (2) a resume or curriculum vitae; (3) the names, addresses, email addresses, and telephone numbers of at least three professional references to Barbara Boone, Principal, at jobs@tapestrycharter.org.

Applications without all three requirements will be considered incomplete.

The mission of Tapestry is to offer an inclusive, individualized learning environment that is academically engaging, both for neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own future. More about Tapestry may be found at tapestrycharter.org.

Tapestry Public Charter School seeks an experienced full-time facility manager/ custodian who has the ability to perform all job duties and responsibilities. The successful candidate must have the capacity to coordinate and manage service providers, a willingness and capacity to perform day to day cleaning, perform handyman/maintenance tasks, have an eye for detail and a willingness to perform tasks that are needed.. The selected candidate must also be able to work cooperatively with the team in a professional manner. Employees must also have the appropriate demeanor to work with children and adolescents, some with special needs.

Essential Functions

Please note that the following duties are representative for this position. The omission of specific duties does not exclude them from being duties of this position. Other duties may be required and assigned.

- Maintain the interior and exterior in all areas of assigned buildings.
- Coordinate and serve as a point of contact for repairs and service providers and take responsibility to ensure the property is well maintained and in good repair.
- Maintain the cleanliness of all interior and exterior areas of the building
- Perform light maintenance/handyman tasks, such as plunging toilets, changing light bulbs and other minor repairs
- Move furniture and equipment within the facility as required for various activities as directed
- Work on site premises during periods when principal or building administrator has authorized use of building for special activities
- Maintain a professional, helpful, and team-oriented attitude
- Respond quickly and remain accessible to school staff

Perform other duties as assigned

Education and/or Experience and/or Other Job Duties

- High school diploma or GED equivalent required
- Minimum of six (6) months of custodial services experience preferred
- Ability to lift 75 pounds.
- Pass criminal background check.

Salary: \$30,000

- 12 months per year
- TRS may be available for positions as required

Hours to be determined based upon availability and need. Will have an occasional need to work after hours and work during special activities and sporting events for additional hourly pay. Must work collaboratively to ensure cleanliness of the facility and maintain efficient operations.

Questions should be directed to dfain@tapestrycharter.org

POSITION OPEN UNTIL FILLED