

Custodian - Part Time

Tapestry Public Charter School - Clayton County

The mission of Tapestry Public Charter School 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.

Utilizing small, multi-age classrooms with flexible groupings and authentic hands-on learning experiences, Tapestry provides a student-driven, experiential, sensory-based learning environment. All students are respected, loved, and valued as the most important members of the school community. More about Tapestry may be found at www.tapestrycharter.org.

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- Work Schedule: Part-Time, 213 Days
 - Hours: TBD
 - Reports to: Principal and Operations Manager
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Job Summary

Tapestry Public Charter School – Clayton County campus is seeking a part-time Custodian. The Custodian is responsible for ensuring the cleanliness, sanitation, and upkeep of all areas within Tapestry's buildings and grounds, and for helping maintain a safe and healthy environment for all students, staff, and visitors.

Essential Functions:

The following duties are representative of this position. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment. Additional duties may be required and assigned.

- Supports the mission, vision, and values of Tapestry Public Charter School.
- Maintains cleanliness of school facilities, including classrooms, restrooms, hallways, cafeterias, offices, and designated outdoor areas, to ensure they are clean, safe, and presentable.
- Performs a variety of cleaning tasks such as sweeping, mopping, vacuuming, dusting, trash removal, and disinfecting high-touch surfaces.
- Restocks restroom supplies regularly and helps monitor and manage inventory of cleaning materials and equipment.
- Sets up and breaks down cafeteria and multi-purpose spaces for food service and school events, adhering to hygiene and safety standards.
- Moves furniture, equipment, and supplies as needed for classes, programs, meetings, and special events.
- Follows established standard operating procedures and safety protocols when using cleaning chemicals and equipment.

- Remains on-site during periods when the building is authorized for special activities, as assigned, to provide custodial and facilities support.
- Responds promptly to custodial and maintenance requests from administration and staff, including emergency clean-ups as needed.
- Reports safety hazards, damage, or needed repairs to the Operations Manager or designee.
- Works collaboratively with other custodial and school staff to accomplish tasks and maintain a positive, team-oriented environment.
- Maintains prompt, regular, in-person attendance during scheduled work hours and is available to work on-site during regular hours and as needed.
- Performs other duties as assigned by the Principal, Operations Manager, or designee.

Essential Qualifications:

- High school diploma or GED required.
- Prior custodial, facilities, or maintenance experience in a school or similar setting preferred.

Knowledge, Skills and Abilities:

- Ability and willingness to learn and proficiently perform custodial care skills and tasks according to Tapestry procedures and general custodial best practices.
- Ability to hear, understand, and follow oral instructions in English.
- Ability to read, understand, and follow written instructions in English, including safety instructions and product labels.
- Ability to work effectively as part of a team and maintain positive working relationships with staff, students, and visitors.
- Ability to use custodial tools, equipment, and cleaning agents safely and properly, following all safety guidelines.
- Ability to manage time and tasks efficiently and to work with minimal direct supervision once trained.
- Dependable, punctual, and responsive to direction and feedback.

Physical Demands:

- Frequently required to talk and hear, stand, walk, climb stairs, reach with hands and arms, handle tools and small items, and lift and transport up to 75 pounds over short distances.
- Frequently required to climb ladders and to stoop, kneel, or crouch.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- May be exposed to a wide range of ambient temperature and humidity conditions while working indoors and outdoors.
- Potential hazards include working with electrical and battery-powered equipment, heat- and noise-producing machinery, and cleaning chemicals and solvents (with appropriate protective equipment provided).

Salary and Benefits:

- Salary: In accordance with the Tapestry Public Charter School classified/custodial pay schedule, commensurate with experience.

- Eligibility for employer-paid subsidy toward school-sponsored health benefit plans, if position meets benefits-eligibility criteria.
- Access to health, dental, vision, life, and other voluntary benefits, if benefits-eligible.
- Flexible Spending Account (FSA) options, if available and eligible.

(Final benefits eligibility is determined by position FTE, hours worked, and applicable plan and state requirements.)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Application Process

To apply for this position, interested candidates should submit the following:

1. A cover letter summarizing interest, skills, and qualifications;
2. A current resume or curriculum vitae;
3. The names, email addresses, and telephone numbers of at least three professional references.

Please email application materials to Maria Kepler, Principal, at jobs@tapestrycharter.org. Applications that do not include all required components may be considered incomplete.

Application Deadline: Open until filled.

Equal Employment Opportunity and Background Check

Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds. Tapestry does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other characteristic protected by applicable federal or state law in any employment practice.

Before hire, applicants must successfully complete a background investigation, which includes a criminal background check and any other checks as required by Georgia law and local Board policy.