

Organization: Providence School of Arts
Title: Custodian
Reports to: Executive Director
Position: Full-time
Payscale: Starting at \$15.00



CUSTODIAN

Work on Mission for the flourishing of urban youth!

Imagine a collaborative and uplifting work culture that contributes to the success of each student. Imagine a classroom that goes beyond just doing worksheets and provides students with hands-on/real world learning experiences. Now imagine yourself as a classroom teacher at Providence School of Arts. When your extraordinary gifts unites with our innovative education experience, just imagine the impact that you could create!

ORGANIZATION DESCRIPTION

The Vision

TO SEE EVERY CHILD FLOURISH - That's the dream that fuels us. We long to see a diverse student population, ethnically and socioeconomically, learning together. To see every child discovering their value and pursuing their purpose. To see the gospel of Jesus bringing reconciliation and restoration to our city through our children. In short, we long to see a city transformed.

What We Do

We give children access to a quality education and to the performing arts. All of our programs offer scholarships, and tuition is income-based, making them accessible to a wide demographic regardless of background, ethnicity, or socioeconomic status. Our school offers a holistic, gospel-centered education that includes an enriching academic curriculum, visual & performing arts classes, and individualized learning pathways.

Our goal is that every student who walks through our doors will *flourish!*

BRIEF DESCRIPTION

The custodian serves the purpose of maintaining an attractive, sanitary and safe facility for students, staff and public. The custodian will provide and arrange equipment and furniture, etc. for meetings, classrooms, activities, and events. In their role, they will work to minimize property damage, loss and liability exposure. The custodian will ensure that assigned tasks are completed in a safe, proper, and timely manner.

Key Job Responsibilities

- Assists with loading and unloading trucks and/or trailers (e.g. supplies, materials, equipment, etc.) for the purpose of preparing and/or distributing materials to the appropriate locations.
- Assists with snow removal (e.g. shoveling, sanding, salting, etc.) for the purpose of ensuring a safe area clear of snow, in all necessary areas.
- Cleans assigned facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, break rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, furniture, etc.) for the purpose of distributing materials to the appropriate parties within the site location.
- Maintains facility cleanliness (e.g. sweep, mop, dust, polish, buff, wax, shampoo, wash, etc.) for the purpose of providing a clean, sanitary environment conducive to learning.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, paper towels, soap, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Participates in meetings, as assigned, (e.g. staff, in-service training, workshops, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitation of summer construction and/or preparation for the following year.
- Performs preventative maintenance and/or repairs (e.g. light bulbs, clogged drains, classroom furniture, custodial equipment, etc.) for the purpose of maintaining facility in operational order and ensuring proper functioning of items.
- Prepares facility for additional activities (e.g. meetings, conferences, dances, luncheons, sporting events, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, providing proper functioning and usability of items and facility.
- Prepares facilities for daily operations as may be required (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, injured and ill students, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to situations and/or inquiries (e.g. staff, students, parents, visitors, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, unwanted visitors, etc.) for the purpose of minimizing property damage, equipment loss and potential liability.

WHAT WE LOOK FOR:

- Strong commitment to school education philosophy and vision
- Eagerness to put knowledge into action
- Work ethic and high standards for performance outcomes
- Passion for working with children/youth

A FEW OTHER THINGS

- Communication (written & oral): Strong interpersonal skills and the ability to establish, develop, and maintain relationships with different constituents.
- Resourcefulness: Able to comprehend new information quickly; effectively use available resources; considers self a life-long learner.
- Team Player: Establishes collaborative relationships; takes personal ownership and works towards the achievement of organizational goals corporately.
- Organization: Strong project management skills; ability to manage multiple deadlines and prioritize various tasks.

CORE VALUES

CURIOUS
SERVANT HEARTED
INTENTIONAL RELATIONSHIPS
CREATIVE THINKER
DO YOUR BEST

QUALIFICATIONS

High School Diploma or equivalent.
2+ years custodial experience.

ABOUT US

Providence School of Arts (PSA) private urban Christian Fine & Performing Arts School located in the heart of the Kansas City Metropolitan area. PSA exists to empower children from all back-grounds to discover their value and pursue their purpose through holistic education opportunities.

Those interested in applying for this position should send a cover letter, resume, and application to Marcus Oatis at moatis@providenceartskc.org.