



Western School of Science and Technology exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

Job Title: Evening Custodian

Job Type: Full-time, 12-month contract

Reports to: Facilities Manager

Staff to manage: 0

Department: Student & Community Opportunities

Location: On campus (Not eligible for remote work)

Starting Salary: \$28,844.18-\$34,886.40/yr Plus an additional \$5,000 Stipend

Hours: 3:30pm-11:00pm

Here's what we're primarily looking for in a team member:

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

Benefits of working at Western:

- 100% of employee medical, dental, and vision monthly premiums covered; 50% of dependent medical, dental, and vision monthly premiums covered.
- Qualification for 3% employer-match safe harbor 401(k) (Eligible 90 days after employment)
- Monthly allowance for supplemental insurance
- Monthly allowance for Health Savings Account
- Paid Parental Leave (Eligible after 12 months of employment)
- Employee Assistance Program
- School Laptop
- 12 days of paid time off, 5 days of sick leave per year (PTO accrued over time)
- All supplies and materials for your classroom will be provided by Western. Staff are not expected to pay out of pocket for any needed items.

The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:

- Former experience in this field (High School Diploma preferred)
- Valid State of Arizona "IVP" Fingerprint Clearance Card (or acquired prior to employment)
- Experience working with emotionally/behaviorally disabled/disordered students in a school
- Knowledge of child development concepts and practices
- Excellent communication skills
- Demonstrates taking personal ownership for his or her own development; growth mindset

- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role
- Bilingual- Spanish (Preferred)

General Description:

The Custodian is responsible for overseeing the cleanliness and safety, and maintenance of the school building and grounds. This individual will perform daily cleaning tasks efficiently and in accordance with health and safety standards. The Lead Custodian will also coordinate with the Facilities Manager to address facility needs, repairs, and respond to emergencies. This role is key to maintaining a safe, clean, and welcoming environment for students, staff, and visitors.

Duties and Responsibilities:

- Ensure all daily tasks, all areas of the building and grounds are properly maintained.
- Conduct regular performance evaluations and provide feedback to Facilities Manager

Building & Grounds Maintenance

- Oversee the cleaning and maintenance of classrooms, hallways, restrooms, offices, gymnasiums, and outdoor areas.
- Ensure all cleaning tasks, including mopping, dusting, sanitizing, and waste disposal, are completed thoroughly.
- Monitor the condition of school facilities, identify maintenance needs, and report issues to Facilities Manager.
- Respond promptly to urgent or emergency situations such as spills, broken equipment, or weather-related issues.

Health & Safety Compliance

- Ensure all custodial procedures comply with school health and safety standards, including the proper use and storage of cleaning supplies.
- Maintain accurate records of cleaning schedules, inspections, and maintenance reports.
- Conduct regular safety checks and inspections of equipment, ensuring everything is functioning properly.
- Ensure the school adheres to health guidelines, including proper disinfection protocols.

Inventory & Supply Management

- Manage and maintain an adequate inventory of cleaning supplies and equipment.
- Order supplies as needed and ensure proper usage to minimize waste and cost.
- Maintain a log of inventory and submit requisitions to the Director of Operations when necessary.

Collaboration & Communication

- Work closely with the school administration and staff to address any facility concerns or special cleaning requests.
- Serve as the point of contact for custodial needs during school events, special programs, and after-hours activities.

- Coordinate with external vendors for specialized cleaning services or repairs.
- Other Duties as Assigned - Perform other cleaning or maintenance duties as required by school administration.

KNOWLEDGE AND ABILITIES:

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Maintains a safe and orderly learning/working environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

Physical Demands:

- Hear and speak to exchange information in person and on the telephone.
- Communicate so others will be able to understand conversation.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to monitor students.
- Able to return to a task after interruption
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Move throughout campus including climbing step ladders, stairs, bleachers and hallways, indoors and outdoors

With Reasonable Accommodations:

The Custodian is expected to perform these duties with or without reasonable accommodations, as required by applicable law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We believe in fostering a diverse and inclusive environment, and we welcome applications from candidates who may not meet all qualifications but bring unique perspectives and experiences. Your unique qualities and perspectives are valuable assets that contribute to the richness of our school community. We encourage all interested individuals to apply and be part of our commitment to diversity, equity, and inclusion.

Veterans and Teach for America alum are encouraged to apply.
Western: CFA is an equal opportunity employer.