



CUSTODIAN

THE SCHOOL- Bridge Boston Charter School is a comprehensive, full-service public school that opened in the fall of 2011 with K1 and K2 students. We now have 312 children enrolled in K1 through sixth grades for the 2017-2018 school year, and will expand by a grade each year until we serve 335 students in grades K1-8. Bridge Boston Charter School's mission is to help our students thrive in a challenging, joyful, inclusive public school community that values close partnerships with families and a focus on the whole child. Our students will develop the skills necessary to excel academically in rigorous high schools, reach their individual potentials, and view themselves as creators of their own futures. Through full-service programming, Bridge Boston Charter School works to remove the health and social obstacles that hinder student learning.

THE POSITION- We are seeking a driven and organized team player. The Custodian will report to the Director of Operations, and will work closely with the administrative team to ensure that the building and grounds are clean and safe for students, staff and families. Compensation will be commensurate with experience and qualifications. This position starts summer of 2017 and is a non-exempt, salaried full-time position.

Qualifications

- Experience cleaning and maintaining buildings and grounds for a school or organization that serves children
- Organized and ability to follow through in timely manner
- Patience, sense of humor, and friendly disposition
- Willingness to get additional training or certifications related to the job
- Handyman, plumbing and/or electrical trade skills are a plus

Responsibilities

- Service, clean, and supply restrooms
- Empty trash and maintain cleanliness of classrooms, offices, conference rooms, cafeteria, and small gym
- Clean, dust, and polish furniture and fixtures, equipment, walls
- Follow procedures for the use of chemical cleaners in order to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications
- Steam-clean, shampoo and vacuum carpets
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks
- Assist with assembling furniture, installing shelving, and other small projects
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals
- Spray insecticides and fumigants to prevent insect and rodent infestation
- Landscape and common area upkeep including lawn mowing and shrub maintenance
- Clean and restore space due to incidents caused by illness, fire, smoke, water
- Order, and maintain maintenance par level of supplies
- Notify managers concerning the need for major repairs or additions to building operating systems
- Other duties may be assigned, as required by scope of work

Interested applicants should send a resume and cover letter to Sila Rosario at hr@bridgebostoncs.org with Custodian in the subject line of the email.

Bridge Boston Charter School does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity, homelessness, or sexual orientation. Inquiries concerning Bridge Boston's compliance with Title IX and other civil rights laws may be directed to the Executive Director, 2 McLellan Street, Dorchester, MA 02121, phone: 857-229-1601.