

CUSTODIAL TEAM MEMBER



Reports to: Director of Operations

Duration: 12 months

Start Date: July 28, 2018

Our School

Altura Prep is a brand new school that seeks to create outstanding outcomes for students, while simultaneously being the best place to work in our city! We are looking for incredible educators committed to placing every student on the path to college, while also building a strong organizational culture that supports each adult to grow, achieve, and find joy in their work. **Altura Prep** was recommended for approval by Public Education Commission in September of 2017 and will open in southeast Albuquerque on August 14, 2018 to 198 students in kindergarten, 1st, and 2nd grades growing one grade level a year until we reach 5th grade in the 2021-22 school year.

Position Summary

The Custodial Team Member position is an hourly custodial staff position. The Custodial Team supports all **Altura Prep** students and teachers by maintaining a clean school environment throughout the **Altura Prep** facility. Team members are responsible for maintaining school-wide behavioral expectations and ensuring that all students are able to learn in a clean and orderly environment. The Custodial Team is also the first line of adults to ensure that the school meets the requirements of providing a safe facility that is clear of contaminants, well lit, and without facility issues. The Custodial Team works with and reports to the Director of Operations to ensure that any facility issues are noticed and reported immediately upon notice so that any repairs or adjustments may be taken care of. All staff members are responsible for building strong and positive relationships with students and actively engaging with their colleagues.

Reasons you'll love working at Altura Prep:

- **Opportunity:** You get to contribute meaningfully to making sure that students have a clean and welcoming school environment
- **Support:** You will receive regular feedback from Director of Operations, and you will be part of a team focused on creating a great school environment for each student.
- **Collaboration:** You will be a part of a dynamic team that makes time to connect daily and weekly to learn from each other and celebrate.
- **Success:** You will be a part of a school designed around student and staff success – from outstanding student achievement to staff retention and satisfaction, we aim to succeed!

Reasons we'll love you:

- **Thoughtful:** You are considerate of others and of the school environment and realize the importance of a clean learning environment.
- **Innovative:** You find yourself seeking ways to improve existing systems and processes daily
- **Collaborative:** You prefer to work collaboratively, both with colleagues and families
- **Thorough:** You are detail oriented, and care about doing your job well

Custodial Team Member Responsibilities:

- Vacuum/sweep/wipe classroom floors daily
- Empty trash receptacles
- Remove trash from outside spaces (and other markings as needed)
- Respond to requests to clean spills in classrooms, hallways, cafeteria, or outdoor spaces
- Monitor walls for blemishes and markings and remove promptly (within one day or less)
- Clean windows regularly (weekly)

- Notify Director of Culture, Operations, and Compliance of any issues with facility (non-functioning lights, electrical issues, etc)
- Stock restrooms with necessary supplies (paper towels, toilet paper, soap, etc)
- Communicate when supplies are low and must be reordered (to Director of Operations and Office Coordinator)
- Ensure building remains secure (during day and night)
- Reports to Director of Culture, Operations, and Compliance

Custodial Team Member Qualifications:

- Strong commitment to, belief in, and alignment with mission and vision of the school.
- High school diploma or other recommendation required.
- Demonstrated ability to maintain a safe, clean, secure environment.
- Experience in school environments or with children; or experience in a custodial roles.
- Successful completion of a background check.
- Excellent customer service skills.

Compensation

- **Altura Prep** offers competitive pay

Start Date

- **Altura Prep** staff will begin training and orientation on Monday July 23, 2018.

Commitment to Diversity

Altura Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, Altura Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.

To apply, please send a cover letter and resume to careers@alturaprep.org and we will be in touch shortly.