



UTOPIAN
ACADEMY FOR THE ARTS

TALENT & RECRUITMENT DEPARTMENT

www.utopianacademy.com

talent@utopianacademy.com

JOB TITLE: Building Custodian

About Utopian Academy for the Arts:

Utopian Academy for the Arts is an independent public charter school serving middle school children and families throughout Clayton County, GA. Utopian Academy was approved by the State Charter Schools Commission of Georgia and operates as a Local Education Agency. The rationale for the enrollment plan for Utopian Academy for the Arts is to provide a significant educational benefit of having a gender-based classroom environment, longer school day, longer school year, Saturday school, and classes in the dramatic, media, and culinary arts for students in Clayton County, GA.

Expectations:

- Monitors the upkeep of the building and grounds to ensure they are maintained in an acceptable manner;
- Operates various equipment, weighing 75lbs or more, for scrubbing, buffing, and waxing floors;
- Operates carpet cleaning and maintenance equipment weighting in the excess of 50lbs;
- Ensures daily that all doors are properly opened during occupancy and all bolted and secured after hours;
- Performs all procedures involved in shutting off the electrical power, water and gas mains to the building, and lighting (igniting) the pilot light on the kitchen appliances and the boiler;
- Orders custodial supplies and ensures receipt of supplies and maintains an adequate inventory of supplies in order to effectively carry out the work;
- Performs minor repairs and maintenance as needed and submits maintenance work orders when necessary;
- Prepares cleaning/maintenance reports such as emergency assignment schedules;
- Enjoys working with children;
- Any additional duties or responsibilities as assigned by the Executive Director, or his/her designee.

Skills/Abilities:

- Extensive knowledge of cleaning methods essential to good cleaning and sanitation practices, supplies and their use;
- Knowledge of care and cleaning of various types of heating and ventilation equipment;
- Knowledge of qualities and use of custodial supplies and equipment;
- Knowledge of safety rules and regulations;

- Must be able to clearly and accurately convey cleaning and maintenance instructions to others;
- Must be computer literate; able to send and receive emails and send online work orders;
- Ability to establish and maintain efficient working relationships with other custodial staff and Utopian employees;
- Excellent communication skills both written and verbal.

Physical Demands:

- Typically requires climbing ladders; pushing and/or pulling
- Must have sufficient strength and manual dexterity to operate equipment used to clean floors and carpets
- Must be able to lift, push, and/or pull in excess of 75 pounds
- Must be able to stand, crouch, and climb to use ladders and perform various types of manual labor

Qualifications:

- High school diploma or GED required
- Minimum of 5 years custodial experience strongly preferred;
- Experience working in a lead or supervisory position preferred

HOW TO APPLY:

Application and materials must be submitted electronically to talent@utopianacademy.com

PLEASE STATE POSITION APPLIED FOR IN THE SUBJECT LINE OF ELECTRONIC SUBMISSION. **Applications will be reviewed on a rolling basis.**

- **Completed Application** for Employment including:
- Cover letter / letter of interest defining your strengths in your subject matter, including your experience in schools
- Resume
- 3 Current Letters of Recommendation with contact information