

# Coastal Montessori

## CHARTER SCHOOL

Seeking One High-Quality Building Manager/Custodian

The mission of Coastal Montessori Charter School is to produce highly-educated, self-directed, socially-responsible citizens who work collaboratively, respectfully, and peacefully as individual yet interdependent learners in a diverse and nurturing environment. Through the unique combination of empirically validated Montessori principles, localized charter governance, and open access, CMCS further aims to provide Georgetown County School District with an academically excellent, financially accountable public school choice.

Are you looking for a peaceful school community where each member of the staff is considered family? Coastal Montessori Charter School (CMCS) may be the perfect place for you.

### **Purpose Statement:**

The job of a Building Manager/Custodian is to maintain an attractive, sanitary, safe facility for students, staff, and the public. This job reports to the school's Assistant Director and administrative team.

### **Qualifications:**

1. High school diploma (or high school equivalency certificate) required.
2. Prior custodial experience.
3. Maintain good health and physical condition.
4. Ability to work cooperatively and interact positively with administrators, teachers, students, and the community.
5. Must be able to read and understand important information that may pertain to chemicals, electricity, or other possible hazards.

Salary: \$20,000 - \$25,000 depending on experience plus benefits and the opportunity to enroll in a 403B retirement plan with 5% matching after 6 months of employment

Position Type: Full Time (210 days)

Clearances: Criminal Justice Fingerprint/Background Clearance

### **The Ideal Candidate:**

- Attends or has attended in-service training (e.g. instruction on blood-borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.

- Cleans classrooms, hallways, media center, offices, grand hall, restrooms, visual arts room, grounds, etc. for the purpose of maintaining a sanitary, safe, attractive environment.
- Collects and properly disposes of trash, recycling, and compostable materials on a daily basis.
- Has basic computer skills. Can use email and Microsoft Word effectively. Can use web based programs to monitor and control our HVAC, lighting, irrigation, and other systems.
- Helps to respond to immediate safety and/or operational concerns for the purpose of taking an appropriate action to resolve immediate safety issues and maintaining a functioning physical and educational environment.
- Inspects fire extinguishers monthly and signifies by initialing.
- Inspects the school for the purpose of ensuring site is suitable for safe operations and maintained in an attractive and clean condition, and identifying any repairs that may be necessary due to vandalism, equipment breakage, etc.
- Is punctual and maintains daily attendance.
- Lifts up to 50 pounds unassisted for the purpose of lifting equipment necessary to complete assigned tasks.
- Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment in a timely manner so they may be delivered in such time as will not hinder the performance of custodial duties.
- Maintains a contact list for all custodial vendors and is the point of contact for all contracted custodial services for CMCS.
- Performs work at heights up to 12 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, replacing ceiling tiles, etc.
- Prepares school for daily operations (arming/disarming security system, raising flags, performing minor repairs, etc.) for the purpose of ensuring school is operational and safe.
- Secures school facility and grounds for the purpose of minimizing property damage, equipment loss, and potential liability to the school.
- Services job-related machinery/equipment (e.g. adjusting, cleaning, and oiling vacuum cleaners, scrubbers, buffers, etc.) for the purpose of keeping equipment in good working condition. Also changes brushes, pads, rollers, etc. on equipment.

### **Other Functions**

Performs other related duties, as assigned by the administrative team, for the purpose of ensuring the efficient, effective functioning of the school environment.

## **Working Environment**

This position requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

## **About the School:**

Located in picturesque Pawleys Island, South Carolina, Coastal Montessori Charter School is an authentic Montessori school. CMCS is the only charter school in Georgetown County. We currently have 218 scholars enrolled in grades 1 - 7. When we enter our sixth year of operation in the 2017 - 2018 school year we will expand our program to the 8<sup>th</sup> grade. At capacity we will serve 264 students in grades 1-8.

Coastal Montessori Charter School is committed to the principle of equal opportunity in education and employment. CMCS does not discriminate against individuals on the basis of race, color, religion, sex, national origin, ethnic origin, marital status, disability, or age. We encourage and welcome minority candidates to apply.

## **About the Community:**

Pawley's Island is one of the oldest summer resorts on the East Coast. This "postcard" beach community is located just south of Myrtle Beach and 80 miles north of Charleston. The area has abundant sunshine, tropical-like summers and very mild winters. Nestled between the Atlantic Ocean and the Intracoastal Waterway, there are endless outdoor activities, as well as excellent shopping and entertainment.

Interested prospects should email the following items to Mr. Chris Bergeron at [cbergeron@coastalmontessoricharter.org](mailto:cbergeron@coastalmontessoricharter.org):

- Your resume
- A letter of intent
- Three references with contact phone numbers