



**Coweta Charter Academy at Senoia
6675 East Highway 16, Senoia, GA 30276**

Employment Opportunity: Day Porter (Part-Time \$8.00/hr.)

Charter Schools USA creates and operates high quality schools with unwavering dedication to student achievement and unyielding commitment to ethical and sound business practices. Our schools provide a choice for communities, parents, students and professionals, that fosters educational excellence in America.

We seek a reliable and responsible Daily Porter to work part-time while ensuring the cleanliness, safety and upkeep of the School is maintained.

Essential Skills and Duties of the Position:

The Day Porter shall:

- Clean assigned areas:
 - Interior - Hallways, Restrooms, Offices, Classrooms, Multi-purpose Room, and any other area assigned by supervisor
 - Exterior – Perimeter of school building, parking lot, play ground, windows, and any other area assigned by supervisor
- Empty Trash from any and all trash receptacles
- Dust FF&E, window sills, air vents and any other area assigned by supervisor
- Clean and sterilize restroom facilities
- Clean up bodily messes including vomit, feces, urine and blood in accordance with training
- Sterilize all high use areas to reduce the spread of bacteria and any other harmful agents
- Assist Head Custodian with cleaning projects or tasks
- Assist with the creation and aide in building preventative maintenance processes and monitoring systems for extended life of facility related components.
- Maintain and monitor building compliance with Building Codes & Standards for local, city, county, state, and federal agencies.
- Travel may be required to nearby schools or warehouse/storage.
- Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- Review current developments, literature and janitorial sources of information related to job responsibility.
- Ensure adherence to OSHA and maximum safety procedures.
- Perform other duties as delegated by Director of Projects & Facilities.
- Follow federal and state laws, as well as company policies.

Qualifications:

Education – minimum high school graduate with continuing education construction or facilities related.

Experience – A minimum of 1 year of janitorial trade experience.

Special Qualifications –Must possess the following knowledge, skills, and abilities:

- Knowledge of basic janitorial trades including ability to understand, communicates, and deals effectively with others.
- Must be able to understand proper mixing and appropriate use of supplies. Ability to perform low level mathematical functions and calculations.
- Familiarity with OSHA, state and local building and fire codes, and inspection processes.
- Strong time management & organizational skills and the ability to prioritize wisely.
- Computer knowledge and experience with all Microsoft Office software, ability to utilize time and material tracking programs.

Physical Demands

Exerting up to 50 pounds of force occasionally, and/or up to 75 pounds of force as frequently as needed to move objects.

School location:

The school is located at 6675 East Highway 16, Senoia, GA 30276 (formerly the Peachtree Baptist Church). Please visit www.CowetaCharter.org for further information about the school.

How to Apply:

Please send your resume to Gina Faya, Director of Recruiting and Career Development. Gina's email address: gfaya@charterschoolsusa.com. If you have any questions please contact Gina at (954) 202-3500 Ext. 1225.

Charter Schools USA is an Equal Opportunity Employer.

For more information about our organization, please visit us at:

<http://www.charterschoolsusa.com/>

Charter Schools USA Puts People First!