



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Day Porter

The day porter will be responsible for daytime custodial services and light maintenance on days in which school is in session. This is an hourly, non-exempt position with a 9.5-month work schedule from 7:30 a.m.-3:30 p.m. each day school is in session. The day porter will report to the Director of School Operations.

Essential Custodial Duties

(As required; this is not meant to duplicate the night custodial work)

- Cleaning interior/exterior of entrances with vacuum and leaf blower as required
- Cleaning faculty-staff lounge refrigerator
- Removing graffiti in classrooms (desks)
- Removing graffiti in restrooms (stalls and walls)
- Cleaning all restrooms as needed throughout the school day
- Cleaning water fountains and cafeteria doors with anti-septic
- Cleaning up student accidents in classrooms, restrooms and common areas
- Cleaning glass windows and doors in front lobby.
- Cleaning up toilet and sink overflows
- Collecting and disposing of cardboard boxes from hallways and other areas of school
- Emptying and changing liner in feminine hygiene receptacles, as necessary
- Emptying lunch room trash containers
- Emptying paper shredders in workrooms and offices
- Emptying trash baskets in all rooms and restrooms, if overflowing
- Mopping floors as required
- Putting up and take down chairs and tables when needed
- Replenishing all supplies and consumables in staff and student restrooms
- Replenishing classroom paper products
- Sweeping interior floors, parking lot, and sidewalks as necessary
- Taking all trash out to dumpster as required
- Taking cafeteria trash to dumpster after lunch
- Taking recycling out to dumpster as required
- Vacuuming all carpeted rooms and hallways

Essential Maintenance Duties (as required)

- Providing minor maintenance around the school
- Performing minor plumbing tasks
- Plunging clogged toilets.
- Making minor repair of walls as needed

- Hanging pictures and other wall-hangings
- Changing batteries, bulbs, etc.

Other Duties

- Performs other related duties as required

Qualifications

The day porter shall be a person who is well-organized, engaging, and who has the ability to interact joyfully with students, parents, and staff. Additional, strong candidates will possess:

- High school diploma or GED required
- Knowledge of cleaning equipment, products, techniques and standards
- Skill in using cleaning products and equipment
- Ability to follow verbal and written instructions
- Effective communication skills
- Interpersonal skills in-person and on the telephone
- Ability to meet deadlines, work on multiple projects and coordinate the work of others

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and SERS retirement plan with employer contribution. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to Mr. Michael Rose, Headmaster: mrose@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.