



4568 Halls Mill Rd
Mobile, AL. 36693
Website: <http://camobile.us>

Notice of Vacancy: Custodian

Open Date: February 22, 2023
Closing Date: Until Filled
Start Date: Upon Board Approval
(July 2023)

Covenant Academy of Mobile (CAM) is the area's first elementary charter school opening in August 2023 with grades K-5th and adding a new grade level yearly until the 12th grade is established. The school will serve approximately 270 students. Covenant Academy of Mobile provides a "non-traditional" education that prepares students in a Science, Technology, Engineering, Arts, Math (S.T.E.A.M.) environment to be leaders in a globalized world.

Mission: To create and maintain a positive learning environment that promotes relevant and engaging learning, inspires students to be ambassadors of good character, empowers students to develop skill sets and a passion for lifelong learning. By maintaining this environment, we will provide opportunities for our students to be productive and caring contributors in a changing world.

We are committed to empowering all students to take ownership of their learning, so they can prepare for success as leaders in a globalized world. Through the efforts of dedicated teachers, administrators, parents and mentors, all students will be challenged and motivated in an environment that facilitates growth and success.

POSITION OVERVIEW:

We are seeking an individual who is excited by the challenge of performing a variety of general custodial duties for the purpose of maintaining a clean, sanitary, and attractive educational environment.

PERSONAL ATTRIBUTES:

- Supports the mission and vision of our school
- Ready to be a part of a collaborative team
- Open to receiving coaching and support
- Demonstrates initiative, persistence, and resiliency
- Demonstrates the personal qualities of loyalty, honesty, accuracy, cheerfulness, good health habits, and pleasing personality
- Demonstrates a positive attitude toward work
- Have regular, punctual attendance
- Ability to work harmoniously with fellow employees
- Ability to work an eight (8) hour day and overtime as requested
- Ability to follow oral and written instruction
- Ability to work independently with or without supervision
- Skills in the use of tools and equipment pertinent to the assigned tasks
- Knowledge of equipment, materials, tools, and methods to perform work tasks as assigned
- Knowledge of safety rules in the workplace

DUTIES AND RESPONSIBILITIES:

Listed below are general duties and responsibilities. This list is not inclusive, so other duties may be assigned.

- Performs general and preventive maintenance on all buildings while adhering to appropriate health and safety regulations and codes.
- Maintains school facilities and grounds.

- Sweeps, mops, empties trash, cleans restrooms, strips, waxes floors and any other tasks related to cleanliness.
- Makes minor repairs as needed.
- Coordinates with the Maintenance Supervisor on those items requiring work that is more detailed.
- Assists with moving furniture and other items within the school facilities.
- Be available to respond as required to alarm activations.
- Locks and secures school buildings daily as assigned.
- Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma, GED, or sufficient education and experience to perform the duties of the position
- Some experience with commercial custodial or janitorial work preferred
- Ability to carry out tasks requiring moderate physical exertion and some heavy lifting.
- Ability to follow oral and written instructions.
- Such alternatives to the above qualifications are determined by the Board.

PHYSICAL REQUIREMENTS

- Possibly lift and carry up to 50 pounds, depending on the job assignment
- Walk and stand 85% of work shift
- Stoop, bend, twist, turn, and reach on a regular basis
- Adequate strength, dexterity, and agility to perform all tasks assigned

Reports to: Plant Engineer/Director of Operations/Principal

Terms of Employment: 10 Months

Salary and Benefits: CAM offers a competitive salary above the Alabama State Department of Education's salary matrix. Salary is based upon degree, licensure, and experience. Also, a comprehensive benefits package including health insurance and retirement will be provided for all employees.

**Employees who are currently enrolled in Teachers' Retirement System of Alabama can transfer benefits, along with accumulated sick leave days. The benefits will continue with CAM.

Evaluation: According to established Board policies, administrative procedures, and guidelines.

Background Clearance

If you are offered a position at Covenant Academy of Mobile, you must complete a background clearance check through Gemalto Systems. This background check must be completed before a person can begin employment and the cost is approximately \$48.

- After going to the Gemalto site, click on the *State of Alabama*.
- Click on the *Department of Education*.
- For **In-State applicants:** Go to REGISTRATION and follow the directions under REGISTRATION PROCEDURES. Complete the registration form and print site locations for locations, hours, and needed documents.
- For **out-of-state applicants:** Go to GENERAL INFORMATION and click on *Fingerprint Cards out of state only* and follow the directions.
- The Gemalto website can be found by clicking <https://www.aps.gemalto.com/index.htm>

If your background clearance has recently been completed through the certification process, there is no need to complete this process again.

**Apply to the job posting on the Alabama State Department of Education's website by using the link below and following the instructions:

https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500