Beacon Academy

Job Description – Facilities Cleaning Support

Position: Facilities Cleaning Specialist
Department: Facilities
FTE: 1.0 (Full-Time)
Work Schedule: Monday – Friday 10:00 AM – 6:00 PM
Work Days: 225 Days
Salary Range: $40,000 – $50,000 annually
Reports To: Facilities Supervisor / Administration

Position Summary

The Facilities Cleaning Specialist is responsible for maintaining a clean, safe, and welcoming environment throughout Beacon Academy. This position focuses primarily on daily cleaning, sanitation, and general upkeep of the school building. The individual will ensure classrooms, hallways, restrooms, common areas, and other assigned spaces are consistently clean and presentable.

Additionally, this position will provide approximately one hour of daily support in the school cafeteria, assisting with general cleaning and maintaining a clean dining environment for students and staff.

Essential Duties and Responsibilities

Facilities Cleaning & Maintenance

- Clean and sanitize classrooms, offices, hallways, restrooms, and common areas.
- Sweep, mop, vacuum, and maintain floors throughout the building.
- Empty trash and recycling bins and replace liners as needed.
- Clean and disinfect frequently touched surfaces, including door handles, tables, counters, and other shared spaces.
- Restock restroom supplies, including soap, paper towels, and toilet paper.
- Clean windows, glass doors, and other surfaces as needed.
- Respond to spills and other cleaning needs throughout the school day.
- Maintain cleaning equipment and supplies, ensuring they are stored properly.

- Identify and report maintenance concerns, safety hazards, or building issues to the appropriate supervisor.
- Complete assigned cleaning tasks and follow established cleaning schedules.
- Maintain a safe, clean, and organized work environment.

Cafeteria Support (Approximately 1 Hour Daily)

- Assist with maintaining cleanliness in the cafeteria during designated hours.
- Wipe down tables, counters, and other dining surfaces.
- Sweep and clean floors as needed.
- Empty trash and maintain a clean and organized cafeteria space.
- Assist with general cleanup before, during, and after student meal periods.

Qualifications & Skills

- High school diploma or equivalent.
- Previous cleaning or custodial experience preferred, but not required.
- Ability to work independently and manage daily cleaning responsibilities.
- Strong attention to detail and ability to maintain consistent cleaning standards.
- Ability to follow cleaning procedures and safety guidelines.
- Dependable, punctual, and able to complete assigned tasks within established timeframes.
- Ability to communicate effectively with staff and administration.
- Ability to work in a school environment and maintain appropriate professional boundaries with students and staff.
- Ability to stand, walk, bend, lift, and perform physical cleaning tasks throughout the workday.

Work Environment

This position works within a school environment and requires regular interaction with staff and students. The individual must maintain a professional, respectful, and safe environment while completing daily responsibilities.

Additional Expectations: Duties may be adjusted as needed to support the overall cleanliness and operation of Beacon Academy. All responsibilities are expected to be completed in a timely and professional manner.

Equal Opportunity and Employment Information

Beacon Academy provides reasonable accommodation to known physical or mental limitations of an otherwise qualified employee with a disability to allow the employee to perform the essential functions of the position. If accommodation is needed, please contact the Human Resources Department.

Beacon Academy is an at-will employer. This job posting and job description are intended to provide a general description of the position and are not intended to be an exhaustive list of duties, responsibilities, qualifications, or working conditions. Beacon Academy reserves the right to modify job duties, hours, responsibilities, and other terms and conditions of employment as needed and as permitted by law.

To Apply: Send resume, cover letter, any letters of recommendation and 3 professional references to: careers@beaconacademy.com

Benefits:

- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Paid training
- Parental leave
- Vision insurance

Work Location: In person