

# Kalmiopsis Community Arts High School



## Job Description for School Cleaner

**Mission:** *Where it's okay to be who you are while discovering your place in the world.*

### KCA's Four Guiding Principles

1. Youth Leadership Grows Genuine Confidence
2. Creative Expression is a Human Right
3. Rural Communities Count
4. Multiple Perspectives Build a Better World

KCA is a Title I public charter high school in Three Rivers School District, Josephine County, Oregon. The school opened its doors on August 28, 2023. The student population is limited to 64 students, and our demographics are predominantly low-income with a high rate of housing insecurity. The school is free, receives funding from the Oregon Department of Education, and is subject to the same laws and requirements as other public high schools in Oregon. The school is located in Cave Junction, which is part of the rural Illinois Valley, comprising the city of Cave Junction and the smaller communities of Selma, Kerby, Takilma, and O'Brien. We collaborate with our community whenever possible. It is our priority to act with a transdisciplinary, multicultural, and socially-engaged mindset. At KCA, we have built a culture based on trust, practicing Restorative Justice in case of conflict or violation of our cooperatively determined rules. We implement punitive measures only rarely and in extreme cases. Creativity and the arts serve as the heart and foundation of our program.

## School Cleaner

### Essential Duties and Responsibilities

- Follow and maintain knowledge of all applicable school policies and procedures.
- Clean areas as assigned (i.e. rooms, halls, office, restrooms, kitchen, etc.); vacuum, shampoo, sweep, scrub, wax, polish, mop, and buff all types of floor surfaces.
- Clean and polish furniture, windows, and computer screens.
- Wash, scrub, and disinfect restrooms as well as clean sinks and drinking fountains daily.
- Wash windows, whiteboards, walls, doors, and baseboards.
- Maintain indoor and outdoor lighting.
- Collect recycling and trash from assigned areas; empty and clean waste containers.
- Make note of needed routine maintenance or make minor repairs; report safety, sanitary, and fire hazards immediately to the Facilities chair.
- Dust each room on a regular basis.
- Keep sidewalks, parking areas, and entrances clear and clean.
- Clean up spills (including bodily fluids) in a safe and appropriate manner.
- With department chair approval, respond to special requests for cleaning services from staff members.
- Maintain cleaning equipment and supplies; track and report ordering needs to Office Manager (i.e. toilet paper, paper towels, cleaning supplies, etc.)

- Modify schedule to accommodate school and community use of building as well as break periods when school is closed.
- Keep a calendar of school events and functions.
- Interact thoughtfully and courteously with staff, students, and families, and resolve conflicts in a professional manner.
- Communicate clearly with coworkers and other staff in person and via email.
- Dress professionally and appropriately for the position (non-slip shoes, safely fitting clothing).
- Maintain appropriate certifications and training hours as required.
- Adhere to daily schedule; attend work daily as assigned, and be punctual.
- There may be potential for additional limited hours in summer, such as weekly deep cleaning in June and/or August.

### Additional Duties and Responsibilities

- Attend staff meetings and in-service training as needed.
- Complete Safe Schools training courses (Vector Training) as required by the Three Rivers School District.
- Mandatory reporter for suspected child abuse to the Child Welfare Office or a law enforcement agency as obligated by law. If you suspect a known child in the district is being abused, you must also report it to your supervisor.
- All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or General Education Diploma (GED).
- Thorough working knowledge of custodial work, including cleaning methods and materials, and the use of cleaning equipment equivalent to that gained in one year of experience. Previous experience working in sanitation or cleaning positions preferred.
- Work well with others from diverse backgrounds. Ability to interact with students and staff appropriately. Create a warm and welcoming atmosphere for students and staff.
- Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to follow written directions.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

- Ability to apply understanding to carry out instructions furnished in written, oral, schedule, or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- General knowledge of computer usage and ability to use e-mail, database, spreadsheets, and word-processing software.
- Ability to appropriately communicate with students, teachers, administrators, families, and members of the community. Ability to exercise good judgment on a moment's notice to protect the safety and welfare of students. Ability to pass background check.
- Certificates as determined by the District including ability to obtain a valid CPR/First Aid card and a valid Oregon Drivers License.

### Work Environment & Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate, but occasionally high. The employee is exposed to a variety of conditions including: wet or humid, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, outdoor weather conditions, risk of electrical shock and vibration.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk; use hands for fine manipulation, handling, and feeling; reach with hands and arms; stand, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb, balance on, and smell. The employee must regularly lift and/or move up to 30 pounds and occasionally more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception, and peripheral vision. Demonstrate strength and dexterity to operate cleaning tools.

### Compensation & Benefits

Compensation is hourly at \$19.54 for 24-26 hours/weekly (~0.6 FTE). Benefits include paid personal and sick time and free Employee Assistance Program (EAP). (*KCA staff at 0.75 FTE or greater qualify for the following through Oregon Educators Benefits Board: medical, dental, vision, long-term disability, and \$15,000 life insurance.*)

### Statement of Nondiscrimination

Kalmiopsis Community Arts High School does not and shall not discriminate on the basis of race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age, marital status, physical or mental disability, or any other reason or category protected by state or federal law.

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*Please note: This is not necessarily an exhaustive or all-inclusive list of the requirements of an ideal School Cleaner, and the school may revise requirements of the position as needed, with optional input from the Kalmiopsis Community Arts High School Board of Directors. Revised July 6, 2026*