

Part-time Custodian Job Description

Position Title: Part-time Custodian

Location: Knowledge Quest Academy (K-8 Charter School)

Position Type: Part-time

About the Role

Knowledge Quest Academy (KQA) is seeking a dependable, hardworking, and detail-oriented Custodian to help maintain a clean, safe, and welcoming learning environment for students, staff, and families. This position is responsible for the daily cleaning and upkeep of the middle school wing and several shared campus facilities, including offices, library spaces, staff areas, and the gymnasium. The ideal candidate takes pride in their work, works independently, and understands the important role a clean school plays in student success.

KQA is a K-8 public charter school serving approximately 400 students in a close-knit community that values strong relationships, academic excellence, character development, and service to others. Every staff member contributes to creating a positive environment where students can thrive.

What You'll Do (Key Responsibilities Include)

Daily Cleaning and Maintenance

- Clean and sanitize student, staff, and nurse's office restrooms.
- Restock restroom supplies as needed.
- Empty trash and recycling containers throughout assigned areas.
- Sweep, mop, vacuum, and maintain floors in classrooms, hallways, offices, and common spaces.
- Clean mirrors, sinks, drinking fountains, and other high-touch surfaces.
- Maintain cleanliness of the library, sewing rooms, staff lounge, and front office areas.
- Spot-clean walls, doors, windows, and other surfaces as needed.
- Report maintenance concerns, safety hazards, or facility issues to administration.

Facility Upkeep

- Maintain clean and orderly hallways and common areas.
- Assist in preparing spaces for school events and activities when needed.
- Support campus appearance by ensuring assigned areas remain presentable and safe.
- Follow district and school procedures related to cleaning products, equipment operation, and workplace safety.

Weekly and Periodic Tasks

- Perform a comprehensive cleaning of the gymnasium, including floor care.
- Dust hallways, offices, library areas, and other assigned spaces.
- Clean classroom door windows and designated interior and exterior windows.
- Deep-clean high-traffic areas as needed.

- Participate in summer cleaning projects and periodic deep-cleaning activities as assigned.

Knowledge, Skills, and Abilities

Successful candidates will demonstrate:

- Strong attention to detail.
- Dependability and professionalism.
- The ability to prioritize tasks and manage time effectively.
- A commitment to maintaining a safe and welcoming environment.
- Pride in contributing to the overall success of the school community.

Work Schedule

This position is scheduled for 25 hours per week, generally Monday through Friday from 3:00 PM to 8:00 PM (or equivalent). Additional hours may occasionally be available during school breaks, summer cleaning, special events, or facility projects. Any schedule changes, time-off requests, or adjustments must be approved by administration.

About Our Students & School

KQA is a tuition-free public charter school serving students in grades K-8. We pride ourselves on small class sizes, strong academic outcomes, and a culture rooted in our nine character pillars: Respect, Responsibility, Family, Love of Country, Cooperation, Integrity, Perseverance, Volunteerism, and Self-Control.

Qualifications

Required

- High school diploma or equivalent.
- Ability to work independently with minimal supervision.
- Ability to lift, carry, push, and pull up to 50 pounds.
- Ability to stand, walk, bend, stoop, climb, and perform physical labor throughout the workday.
- Ability to maintain positive working relationships with students, staff, families, and visitors.
- Reliable attendance and punctuality.

Preferred

- Previous custodial, janitorial, or facilities maintenance experience.
 - Experience working in a school or educational setting.
 - Knowledge of cleaning equipment, floor care, and custodial best practices.
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Compensation & Benefits

Compensation is based on experience and qualifications in accordance with Knowledge Quest Academy's salary schedule and policies.

Why Knowledge Quest Academy?

At KQA, we believe great schools are built by great people. We prioritize hiring educators who are both skilled and committed to students—and then we support them, trust them, and give them the space to do their best work.

To Apply

Please send a letter of interest, a current resume, and three letters of recommendation to:
Paul.Stecina@weldre5j.org

Or mail to:

Hiring Team
Knowledge Quest Academy
705 S School House Drive
Milliken, CO 80543