



Job Description: Custodian

Ivy Classical Academy is hiring its founding staff members to provide support to its teachers, students, and families when it opens in Prattville, Alabama, in August 2024. Ivy Classical Academy is a tuition-free, public, classical charter school. It is part of the Hillsdale College network of classical charter schools united by curriculum and purpose. Ivy Classical Academy will initially open K-5 and grow to K-12 by adding one grade level each year. Ivy Classical Academy is now accepting applications for office staff positions.

Each staff member is a professional who is esteemed and supported by a staff of colleagues striving for excellence. The staff is entrusted with supporting the mission of Ivy Classical Academy: **To train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.**

The Custodian is a member of the school staff who works to ensure a safe, clean learning environment for our students.

Primary duties and responsibilities include:

- Maintaining the cleanliness of the campus, both inside the buildings and outside in the playgrounds, green spaces, and parking lots
- Assisting with facilities maintenance as needed, including repairing walls, floors, and fixtures
- Maintaining accurate inventories of cleaning items
- Ensuring safety of students and staff by following proper protocols
- Assisting the Director of Operations with other duties as assigned

Qualities and characteristics of a successful Administrative Assistant:

- Minimum education is a high school diploma or GED
- Custodian experience
- Positive attitude
- School experience desirable but not required

Salary and Benefits

- Hourly
- Benefits including health, dental, and vision insurance

If interested, send a resume to the Director of Operations, Brian Strain, at careers@ivyclassical.org.