



*A member of the Alliance for Public Waldorf*

---

9/19/22

**Position: Facilities and Grounds Staff Member** (Part Time – 20 hours per week, 10 months per year)

**Position Open:** Immediately

Circle of Seasons Charter School, a Public Waldorf School, seeks a Part Time **Facilities and Grounds Staff Member** for the 2022-2023 school year. This position is Monday-Friday (4 hour shift) during the school year only. This is a 10 month position, running from August 8, 2022 to June 9, 2023. The responsibilities will consist of routine work to maintain the cleanliness and functionality of the Circle of Seasons Charter School facility and grounds. Compensation for this position is **\$16.25 / hour**.

**Essential Job Functions:**

- Assist with tracking inventory of cleaning restroom supplies and assist with appropriate ordering of these supplies
- Minor repairs and maintenance
- Perform grounds maintenance by sweeping, weeding, picking up trash, lawn mowing, string trimming, trimming bushes, etc.
- Move and store school materials, furniture and equipment
- Clean the building by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing rooms, vacuuming, washing surfaces, periodically stripping and waxing floors, etc.
- Clean and re-stock restrooms
- Empty trash cans and recycling bins throughout building
- Clean classrooms, offices and other spaces used by school personnel
- Remove snow and ice from sidewalks and pathways and applies salt as needed
- Assist Facility Manager with medium-to-large-scale building maintenance and repair projects
- Perform other duties as assigned by Facility Manager and School Administrators

**Resumes and letters of interest should be sent to Jay Locke at  
[jlocke@circleofseasons.org](mailto:jlocke@circleofseasons.org)**

Circle of Seasons Charter School values diversity and welcomes students and families, and talented faculty and staff from diverse backgrounds. COS does not discriminate on the basis of race, color, age, veteran status, pregnancy, sex, sexual orientation, gender identity or gender expression, religion, national or ethnic origin, height or weight, marital status, family status, ancestry, mental or physical disability or any protected class that may be required by law in its employment practices, educational policies, programs, activities or other school administered programs. Questions or concerns regarding this or other policies should be directed to the administration.

Circle of Seasons Charter School | 8380 Mohr Lane Fogelsville, Pa 18051 | [www.circleofseasons.org](http://www.circleofseasons.org) | T: 610 285-6267 F: 610 285-2444