



Children's Kiva

MONTESSORI SCHOOL

601 N Mildred, Cortez, CO 81321

(970) 564-9377

www.kivacharter.org

Children's Kiva Montessori Charter School

Position Description and Responsibilities

Lunch Service/Custodial Support Staff

Overview and Position Summary

Children's Kiva Montessori (KM) School is a tuition-free, public Charter School serving children from Kindergarten through eighth grade. We envision our schools as a place of vibrant and joyful learning where students are immersed in academic, emotional, and social growth on their way to becoming kind, confident, and engaged members of their communities.

At Kiva, we:

- Build a strong foundation for children. challenge students through integrated curriculum;
- Work in supportive and engaging environments;
- Collaborate with one another;
- Embrace diversity; and
- Explore our passions.

The school is located in Cortez, Colorado in the beautiful Four Corners Region where rivers, mountains, mesas, and canyons offer unparalleled access to the outdoors for recreation, sport, enjoyment, and solace.

Overview and position summary:

1. Responsible for serving lunch (prepared on another campus) to students.
2. Responsible for maintaining the overall cleanliness of the school or facility
3. Develops and promotes good community relations among various community and school clientele.

Typical responsibilities

Lunch Service

1. Serves prepared lunch to students 1st through 8th grade (lunch is prepared on another campus)
2. Secures lunch from another campus and delivers it to Kiva, returns serving equipment to original campus (in Cortez)
3. Sets up and plates lunch
4. Cleans lunch area
5. Maintains list of students served and an inventory of equipment

Custodial Service

1. Cleans assigned areas of the facility, including classrooms, hallways, rest rooms, and common areas.
2. Vacuums and cleans floors and removes trash.

3. Performs general maintenance tasks related to the upkeep and operation of the facility.
4. See to the general security of the facility during regular shifts.
5. May perform snow removal.
6. Maintains inventory of cleaning supplies and materials.
7. Confers with and directs and assigns the work of other custodial personnel.
8. During summer months performs total cleaning and general maintenance of the building.
9. Performs other related duties as assigned or requested .

Position Requirements:

- Minimum Education - High school graduate or equivalent
- Minimum Experience - One to three years
- Skill Requirements - Food Service, cleaning equipment and machines preferred
- Some maintenance and repair knowledge
- Some knowledge of use and handling of cleaning chemicals
- Knowledge of supervision and work direction
- Effective communication
- General Expectations
 - Is flexible
 - Has the ability to work cooperatively with supervisors and coworkers
 - Maintains a generally positive attitude
 - Observes all Children's Kiva Montessori School policies and procedures

Licenses or Certifications: None required

Essential Environmental Demands: Hot food and liquid handling, noise, dirt and dust, odors and fumes, hazardous materials and situations, temperature extremes. All buildings/grounds are tobacco free.

Essential physical demands:

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking
- Frequent bending, reaching, squatting, climbing, kneeling
- Occasional crawling, sitting, stooping

Supervisory responsibility: none

Administrative Details

- Position: Lunch Service/Custodial Support Staff
- Status: Full Time (12 month schedule)
- Supervisor: Head of School
- Salary: DOE (see published Step Schedule at www.kivacharter.org)
- Benefits: Health Insurance, Dental, Personal Days, PERA (Colorado Retirement)
- Revised: May 2022

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