



## **Job Description: 2nd Shift Custodian**

Ashley River Classical Academy (ARCA) is hiring founding staff members to support its teachers, students, and families when it opens in Charleston, SC, in August 2025. ARCA is a tuition-free, public classical charter school. It is part of the [Barney Charter School Initiative](#) of Hillsdale College, a network of classical charter schools united by curriculum and purpose. ARCA will initially open K-5 and grow to K-12 by adding one grade level each year. ARCA is now accepting applications for office staff positions.

Each staff member is a professional esteemed by a staff of colleagues striving for excellence. The staff is entrusted with supporting Ashley River Classical Academy's mission: **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 school staff member 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 the safety of students and staff by following proper protocols
- Keeps an inventory of supplies, equipment
- Reports major repairs needed promptly to the facilities manager or director of operations.
- Reports immediately to the director of operations any damage to school property.
- Assisting the Director of Operations with other duties as assigned

### **Qualities and characteristics of a successful Custodian:**

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

### **Salary and Benefits**

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

If interested, send a resume to the Director of Operations at [dbriscoe@ashleyriverclassical.org](mailto:dbriscoe@ashleyriverclassical.org).