



## ACADEMY OF ACCELERATED LEARNING, INC.

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**POSTING DATE:** 01/06/2017

**POSITION TITLE:** Custodians (**Chimney Rock/Belfort**)

**QUALIFICATIONS:** High School Diploma or equivalent.

**GENERAL STATEMENT OF DUTIES:**

Support the school facility and maintain a clean, productive learning environment for its students. The Custodian will perform general cleaning and maintenance of the school facility.

- Sweep, mop, wax and scrub floors; dust, wax, wash and polish furniture and woodwork; maintain equipment supplies.
- Empty and clean waste receptacles.
- Cleans and vacuums carpeted surfaces.
- Wash windows and walls; clean restrooms; sweep sidewalks and pick up papers.
- Clean drinking fountains; fill paper and soap dispensers; replace light bulbs; replenish custodial supplies.
- Assist in moving, arranging and setting up furniture and equipment for special events and meetings.
- Assist with minor maintenance of building, facilities and grounds including replacing outlet covers, pencil sharpeners, unclog drains and remove leaves and grass as assigned.
- Perform other related duties as assigned.

**REQUIRED  
KNOWLEDGE, SKILLS  
AND ABILITIES:**

1. Ability to regularly lift a minimum of 25 pounds and up to 40 pounds.
2. Ability to comprehend and carry out instructions furnished in written, oral or diagram form.
3. Ability to properly operate all custodial cleaning equipment, including the proper use of chemicals and solutions as appropriate to the particular equipment.
4. Ability to maintain a professional relationship with supervisors, other staff, parents, students and the public.
5. Ability to work independently and in teams to complete job duties and assignments in a timely manner with limited supervision.
6. Ability to satisfactorily complete all performance responsibilities.

**APPLICATION  
INFORMATION:**

To be considered for this posted position, **ALL applicants are required to submit ALL items listed below:**

1. Complete online employment application <http://www.aalinc.org>
2. Submit a letter of interest, references, and résumé.

**APPLICATION  
DEADLINE:**

Until Filled

**SALARY RANGE:** Competitive salary based on qualifications and experience

**TERMS OF EMPLOYMENT(DAYS):** Temporary (Approximately 8 weeks)

**Other Information**

**MAILING  
INFORMATION:**

Academy of Accelerated Learning, Inc.  
6025 Chimney Rock  
Houston, TX 77081  
Fax: 713-666-2532

Academy of Accelerated Learning, Inc. District is an Equal Opportunity Employer Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additional, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.

Applications remain active for one year from date of submittal  
Martha Bravo, Human Resources Manager  
6025 Chimney Rock Houston, TX 77081  
Main: 713-773-4766 Fax: 713-666-2532