



Position: Part-time School Custodian
FLSA Status: Non-Exempt

Employment Category: Classified
Reports to: Director of Operations

Organization Overview:

The mission of Atlanta SMART Academy is to use science, math, and the arts to build innovative solutionists. Solutionists are students who can propose multiple, research supported answers to a variety of real world questions.

The vision of Atlanta SMART Academy is a conduit from elementary to high school, college and career where students are equipped with the critical thinking skills to thrive in a constantly changing society. Atlanta SMART Academy is a state charter school that opening in SW Atlanta in August 2021 with 5th and 6th grades then growing a grade level each year until serving grades 5-8.

The core values of creativity, collaboration, compassion and competence are built through the four-key innovations: project-based learning, extended time, arts instruction and an advanced science and math curriculum. Within a structured, restorative school community with an unwavering focus on high academic growth, all students will be prepared to succeed in high school, college and career.

Job Summary:

Position Overview:

Atlanta SMART Academy is seeking a reliable and detail-oriented Part-Time Custodian to help maintain a clean, safe, and welcoming environment for students, staff, and visitors. This role is essential to the daily operations of the school and supports a positive learning atmosphere.

Key Responsibilities:

- Clean and sanitize classrooms, restrooms, offices, and common areas
- Sweep, mop, vacuum, and maintain floors
- Empty trash and recycling bins regularly
- Restock supplies such as paper towels, soap, and toilet paper
- Perform routine maintenance tasks and report any repairs needed
- Set up and break down spaces for school events or activities
- Ensure compliance with health and safety standards

Qualifications:

- Previous custodial or janitorial experience preferred
- Ability to work independently and manage time effectively
- Strong attention to detail and commitment to cleanliness
- Ability to lift up to 25–50 lbs and perform physical tasks
- Reliable, punctual, and professional

What We Offer:

- Competitive hourly pay at \$18/hour



- Flexible part-time schedule (20 hours/week)
- Supportive and mission-driven school environment

How to Apply:

Please apply online at atlantasmartacademy.org

Click Join the Team

Atlanta SMART Academy does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.