



The Mission of Patterson Park Public Charter School (PPPCS) is to be a place where children thrive with families, caregivers, staff, and neighbors engaged in a practice of whole-child education. By teaching and learning from one another, we embrace unique identities and cultivate an atmosphere of love. Our vision is to produce life-long learners, healthy families, and strong neighborhoods.

PPPCS is a community-founded school driven to academic excellence and devoted to a whole child philosophy in a diverse setting. It is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all of our students, realizing our mission, and preparing our students for success in a global society.

We are looking for an exceptional, service-oriented Daytime Porter to join our team in Baltimore, Maryland. The Day Porter plays a critical role in ensuring the school facility and grounds are clean and presentable at all times. The Day Porter performs routine housekeeping and minor maintenance tasks throughout the day. The Day Porter contributes to the positive appearance and healthy environment of the school facility.

**This is a full-time position with a work schedule of Monday – Friday, 8:30 am – 4:30pm.**

#### **PRIMARY RESPONSIBILITIES**

- Adhere to school cleaning guidelines, safety procedures and Center for Disease and Control guidelines
- Perform cleaning for all school grounds, including sweeping, mopping, polishing floors, and trash removal. Secure rooms and doors upon completion of cleaning
- Routinely monitor and clean front office reception area and bathrooms. Monitor bathroom supplies and replace paper towels, soap, sanitizer, and tissue throughout the day or as needed
- Maintain cleanliness of school, especially high traffic student areas
- Accept all deliveries to the school and facilitate to deliver to appropriate destination and/or recipient
- Assist students during lunch periods and clean area between meal periods and events. Work closely with cafeteria team members regarding additional housekeeping and student needs during lunch and meal periods
- Engage front office team regarding additional housekeeping needs and deliveries
- Assist with minor repairs and maintenance around school grounds
- Respond to immediate cleaning requirements throughout the school day
- Embody and support school mission and values
- Perform additional duties and tasks as needed



## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Minimum of six (6) months of experience cleaning in a facility, or related training or experience
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Demonstrated ability to effectively deal with problems involving several concrete variables in standardized situations
- Strong work ethic and attention to detail
- Basic verbal and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Excellent service orientation. Ability to work and interact effectively with a diverse population
- Self-motivated and ability to work effectively with minimal supervision
- Flexibility and adaptability. Ability to respond quickly to changes, priority shifts, and requests

## **EDUCATION REQUIRED**

- High school diploma, GED, or equivalent related experience

## **TECHNICAL SKILLS REQUIRED**

- Basic technical skills. Experience working with Google or Microsoft Office Suite is a plus

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

To perform this job successfully, an individual must be consistently able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position involves sitting or standing for extended periods of time. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; bend knees; sit for extended periods of time; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to **occasionally lift office products and supplies up to 30 pounds. This position involves exposure to cleaning products and chemicals.** The above description is not intended to be an exhaustive list of all duties, responsibilities or physical demands associated with this position. Duties and responsibilities and physical demands may change at any time with or without notice. The noise level in the work environment may become high at times.



**HOURLY RATE:**

The starting hourly rate for this position is \$15/hr.

**WORK LOCATION:**

27 N. Lakewood Avenue  
Baltimore, MD 21211

**TO APPLY:**

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequality, and combating biases. We place a special importance on recruiting, hiring, and retaining staff that shares similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces.

**To apply for this position please email a resume to [jobs@pppcs.org](mailto:jobs@pppcs.org). Only complete applications will be reviewed.**

**EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION NOTICE:**

Bluebird Education Network does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, age, or any other status protected by law in its employment.