



## **Riverside Leadership Academy**

1955 Old Airport Road  
New Bern, NC 28562  
RiversideLeadershipAcademy.org



*Join our team at Riverside Leadership Academy (RLA), where we are committed to fostering a nurturing environment that integrates Social Emotional Learning (SEL) and Project-Based Learning (PBL) at the core of our educational philosophy. At RLA, we believe in empowering our students to become future-ready leaders through an innovative curriculum that emphasizes real-world applications and personal growth. Our approach to education is designed to develop not only academic skills but also emotional intelligence, resilience, and leadership qualities in every student. As a staff member, you will play a pivotal role in creating a dynamic, supportive, and collaborative learning community that encourages students to explore, innovate, and achieve their fullest potential. We are looking for passionate educators who are eager to contribute to a culture of excellence, accountability, and respect, guided by our mission to make a meaningful difference in the lives of our students and the broader community.*

### **Position Title: Custodian**

At RLA, the Custodian plays a critical role in maintaining a clean, safe, and inviting learning environment that supports our educational philosophy. This position involves comprehensive cleaning and maintenance duties, preparation for special events, and direct support to ensure the school operates smoothly and reflects our commitment to excellence and community well-being.

### **Essential Functions:**

- **Facility Maintenance and Cleanliness:** Perform thorough cleaning of assigned areas, including emergency situations. Conduct inspections and basic maintenance of heating/cooling systems, electrical and mechanical equipment ensuring a safe and functional learning environment.
- **Grounds Care:** Engage in groundskeeping duties such as lawn care, trash removal, and snow/ice management, using equipment like snow plows and lawn mowers. This role supports our aim to provide outdoor spaces that complement our SEL and PBL initiatives.
- **Event Support:** Set up and break down equipment for school events, collaborating with staff to ensure activities run smoothly and align with our educational goals.
- **Safety and Security:** Assist in maintaining the security of the building, including locking/unlocking doors and monitoring fire and burglar alarms, contributing to a secure atmosphere for all RLA community members.
- **Supply Management:** Handle inventory and distribution of supplies throughout the school, ensuring classrooms are well-equipped for project-based learning activities.
- **Community Interaction:** Work with the public during community functions at the school, demonstrating RLA's values of inclusivity and community engagement.

### **Skills & Qualifications:**

**Riverside Leadership Academy**  
*Leading the Quest for Student Success*



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- **High School Diploma or Equivalent:** With at least three months of relevant experience or a combination of education and experience.
- **Technical Skills:** Familiarity with cleaning procedures, basic maintenance tasks, and the operation of related equipment. An understanding of emergency procedures is essential.
- **Communication and Interpersonal Skills:** Ability to interact positively with students, staff, and visitors, reflecting our commitment to a supportive and inclusive community.

### **Physical Requirements:**

The role of a Custodian at RLA is physically active, requiring:

- **Mobility:** Frequent movement around the school premises, including climbing, balancing, and navigating different surfaces.
- **Manual Dexterity:** Regular use of cleaning tools and equipment, handling of supplies, and performing maintenance tasks.
- **Lifting:** Ability to lift and move items up to 50 pounds, supporting the dynamic needs of our school environment.
- **Visual and Auditory Acuity:** Necessary for ensuring detailed cleaning, maintenance tasks, and safety protocols are followed.

*Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions, ensuring all team members can contribute fully to our learning community.*