Bluebonnet
Home Scholars Collaborative
flower forth

Job Description

Janitorial Assistant

Job Title:	Janitorial Assistant
Work Hours:	Part time, hourly, period of employment
Compensation:	Starting wage of $13/hour
Supervisor:	Campus Coordinator; Executive Director/Head of Academics
Desired Start Date:	Immediately

Overview:

Bluebonnet Home Scholars Collaborative (BHSC) janitorial assistant is expected to work with the Campus Coordinators and the BHSC leadership teams to help clean and prepare the facilities and furniture for the next day's use. The Janitorial Assistant position includes weekly on-campus hours on Tuesdays and Fridays from 3:00 to 5:15 p.m. whenever classes are held.

Core Characteristics Needed:

The core characteristics needed for successful fulfillment of job responsibilities are listed below:

Tenacity: The successful candidate demonstrates determination and tenacity both in pursuing on-going learning and growth and also in serving and caring for fellow members of the community.

Collaboration: The successful candidate respects the intrinsic dignity and worth of each individual and honors others in all their interactions by listening well and offering honest, direct communication in a spirit of true collaboration.

Freedom: The successful candidate embraces the ecumenical Trinitarian community of BHSC and respects the freedom and potential of students, parents, and fellow staff members.

Wonder: The successful candidate shares the BHSC vision for Christian home education grounded in both classical tradition and contemporary research and aimed toward wonder, knowledge, love, and action.

Professionalism: The successful candidate demonstrates high standards of professional behavior, prioritizes and pursues clarity and organizational health, and continuously seeks to increase competency and understanding.

Areas of Responsibility:

The primary areas of responsibility include, but are not limited to the following:

- Assist with facilities clean-up after classes; assure facilities are maintained in clean and good condition: clean bathrooms, empty trashes, sweep and mop floors, etc.
- Assist with facilities set-up for the next day's use: help arrange tables and chairs and other furniture as needed.
- Assist Campus Coordinator with other tasks as needed.
- Promote and be proactive in furthering the ministry of BHSC.
- Maintain a lifestyle in consonance with sound Christian principles and the values of BHSC.

Qualifications:

- Must have self-initiative and excellent interpersonal and communication skills
- Must be flexible, trust-worthy, and professional
- Must possess a strong work ethic
- Must be proactive in observing what janitorial tasks need to be completed and taking initiative to complete them in a timely manner
- Must be able to complete tasks such as moving tables and chairs, sweeping, mopping, and various other campus maintenance tasks
- Must be attentive to detail
- No specific prior work experience necessary

It is the policy of Bluebonnet Home Scholars Collaborative (BHSC) to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, national origin, age, sex, or disability. BHSC hires individuals who are committed to supporting BHSC's beliefs as expressed in the BHSC by-laws and family enrollment agreement. BHSC will employ only persons who are authorized to work in the United States.