

Join
our team!



**Bear Creek Community Charter School
is seeking individuals to join our
dedicated Housekeeping Team!**

The position entails working two to five evenings per week, when school is in session. General housekeeping duties include dusting, sanitizing, vacuuming and mopping classrooms, offices, restrooms and common areas. Flexible scheduling is available. \$12.00 per hour, with the potential for annual increases in compensation based on individual performance. Individuals hired in 2021 will receive a \$500.00 sign-on bonus, following six months of employment.

Interested applicants should submit a cover letter expressing interest in the position, along with a completed General Employment Application, which is available on the School's web site at www.bearcreekschool.com. Applications should be mailed to:



Bear Creek Community Charter School
Attention: Human Resources
30 Charter School Way
Bear Creek Township, PA 18702

Upon receiving an offer of employment, the successful candidate must obtain a current Pennsylvania criminal background check, FBI criminal background check, and a Pennsylvania Child Abuse Clearance.

Bear Creek Community Charter School is an Equal Opportunity Employer.



Title: Housekeeper

Status: Part Time Time

Reports To: Chief Executive Officer

FLSA: Non-Exempt

Starting Rate: \$12.00

Created: May 10, 2021

Position Description

The Housekeeper is responsible for the overall cleanliness of the school for the beginning of each school day, including classrooms, restrooms, offices, hallways and other common areas.

Essential Functions

1. Broom clean and wet-mop hard floor surfaces in classrooms, offices, bathrooms and common areas on a daily basis using proper cleaning solutions and techniques, including frequent water/cleaning solution changes.
2. Ensure all classrooms, hallways, restrooms, water fountains and other areas have been properly cleaned and sanitized. Ensure all restroom fixtures, including toilets, urinals, sinks, dispensers, partitions, etc. are properly cleaned and sanitized.
3. Vacuum all carpeted areas in classrooms, offices and common areas on a daily basis.
4. Clean and dust fixtures, and furniture on a regular basis following appropriate protocols.
5. Remove trash from receptacles in classrooms, bathrooms and offices on a daily basis. Clean the inside of trash receptacles on an as-needed basis following appropriate protocols. Remove all unnecessary debris and trash from the school.
6. Ensure all restroom supplies (paper, soap, etc.) are fully stocked daily.
7. Clean inside and outside of entrance/exit door glass on a daily basis as needed, following appropriate protocols.
8. Maintain an adequate inventory of cleaning/maintenance equipment and supplies; notify your supervisor with adequate time for reorder.
9. Review and be familiar with the Material Safety Data Sheets (MSDS) and keep abreast of changes.
10. Ensure building is properly locked and secured. Do not allow unauthorized persons entry into the building.

11. Arrange chairs and tables and other equipment as requested.
12. Keep the school leadership informed of all necessary information including affecting the successful operation of the school. Identify and report safety and emergency repairs to the Chief Executive Officer. Report any acts of vandalism and breakage.
13. Respond to staff requests in a timely manner and provide accurate, reliable information.
14. Communicate appropriately, professionally, and effectively with students, parents, staff, administration, Board of Trustees, vendors, and other strategic partners.
15. Keep accurate records of all maintenance activities; compose accurate and clearly written reports, as required.
16. Demonstrate an ongoing commitment through their daily actions to support the School's Mission and Core Values.
17. Assists other personnel as may be required for the purpose of supporting them in the completion of their work.

Core Competencies

Values and Integrity: Adheres to core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches; is widely trusted; truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; doesn't blame others for his/her own mistakes or misrepresents him/herself for personal gain or protection.

Action Oriented: Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with little planning; seizes opportunities when they arise; doesn't hold back anything that needs to be said; does whatever it takes to get the job done despite resistance. Pursues everything with energy and drive; rarely gives up before finishing.

Approachability & Composure: Is easy to approach and talk to; builds rapport well. Is cool under pressure; does not become cynical, moody or hostile when times are tough; is not knocked off balance by the unexpected; is a settling influence in a crisis; takes unpopular stands if necessary; faces difficult situations with guts and tenacity.

Knowledge: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment. Knowledgeable about how the organization functions; understands how to get things done using both formal and informal channels; understands the origin and reasoning behind key policies, practices, and procedures.

Managing & Measuring Work: Clearly assumes responsibility for tasks and decisions; monitors process, progress, and results as required; delivers completed work-product both accurately and timely; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't.

Setting Priorities and Problem Solving: Spends time on what's important; quickly zeros in on the critical few and puts the trivial aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus; solves problems with effective solutions; probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answer.

Organizing: Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner; understands how to separate and combine tasks into efficient work flow;

Commitment & Dedication: Can be counted on to exceed goals; pushes for results; is dedicated to providing the highest quality service which meets the needs and requirements of both internal and external customers; is committed to constant improvement; commitment to team success evident in actions.

Customer Focus: Is dedicated to meeting the expectations and requirements of internal (supervisor, co-worker, Board of Trustees) and external (students, parents) customers; gets first-hand customer information and uses it for improvements in services; talks and acts with customers in mind; establishes and maintains effective, positive relationships with customers and gains trust and respect. Relates well with all kinds of people; builds effective relationships; uses diplomacy & tact.

Technical Learning: Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new procedures, requirements, software applications, etc.

Qualifications

The following represents the qualifications that have been identified as to individuals serving in the role of Housekeeper:

The successful candidate should have at least two years housekeeping experience or experience in a maintenance position. Thorough knowledge of building cleaning practices, supplies, and equipment; ability to follow moderately difficult oral and written documents; dependability, and demonstrates good judgment.

Candidate must demonstrate the ability to:

- Be consistent and reliable in arrival and attendance.
- Work on multiple projects and respond to requests and deadlines in an accurate, timely manner.
- Be knowledgeable of safety regulations, proper methods for using and storing chemicals. Thorough knowledge of cleaning operations, chemicals, and equipment.
- Interface diplomatically and professionally with teachers, administrators, parents, students, support staff and outside professional contacts
- Maintain an organized work environment.
- Follow written and verbal directions; work and complete assignments with minimal supervision.
- Exercise good judgment in prioritizing tasks and work as a team with other members of the school staff.
- Dress, look and conduct themselves in a professional manner at all times.
- Make sound decisions within the parameters of authority.
- Move equipment and supplies as needed.

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or over	X				
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time					X
11. Standing for more than two hours at a time					X
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify & distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects					X
19. Proofreading and checking documents for accuracy	X				
20. Using a keyboard to enter and transform words or data	X				
21. Using a video display terminal	X				
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle or van	X				
27. Other physical, mental or visual ability required by the job				X	

Other

Employee must be willing to work additional hours/overtime as requested.

Employee is required to obtain a state and federal criminal background check, along with a Pennsylvania child abuse clearance verification. This must be done within 30 days of hire with results that are satisfactory to school leadership. Employee must obtain training in Cardio Pulmonary Resuscitation (CPR) during the first year of employment and maintain valid certification throughout the course of employment.

To perform this job successfully, an individual must be able to satisfactorily fulfill the functional roles described above. The requirements listed in this job profile are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

JOB DESCRIPTION – ACKNOWLEDGMENT

HOUSEKEEPER

I, _____, have read and received a copy of this job description and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date



GENERAL EMPLOYMENT APPLICATION Non-Teaching Positions

WELCOME

Thank you for taking the time to complete an application for employment with Bear Creek Community Charter School. Information regarding current employment opportunities is available on the school's web site at www.bearcreekschool.com. Completed applications are retained for a one-year period from the date of receipt.

MISSION

Our Mission is to embrace a diverse student body and inspire student success through an innovative curriculum, the cultivation of environmental stewardship, and by holding students, parents, and staff accountable for results. To learn more about Bear Creek Community Charter School, our Core Values, and why parents choose to enroll their children, visit the school's web site at www.bearcreekschool.com and select About from the top menu bar.

EQUAL OPPORTUNITY EMPLOYMENT

Bear Creek Community Charter School does not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital status, citizenship status, sexual orientation, or any other basis that is prohibited by applicable law. The School's policies as well as its practices, seek to ensure that employment opportunities are available to all employees and applicants, based solely on job-related criteria. This policy of nondiscrimination applies to all employment practices, including but not limited to hiring, compensation, benefits eligibility, promotions, transfers, and layoffs.

GENERAL REQUIREMENTS

All persons considered for employment must submit all required federal and state criminal background checks, along with the required child abuse clearance before any offer of employment will be made. Employees must submit satisfactory proof of citizenship, permanent residency in the United States, or authorization to work in the United States within three business days of your date of hire.

COMPLETED APPLICATIONS

Completed applications should be returned to:

Bear Creek Community Charter School
Attention: Human Resources
30 Charter School Way
Bear Creek Township, PA 18702
E-mail: info@bearcreekschool.com

**BEAR CREEK COMMUNITY
CHARTER SCHOOL**
Employment Application (Non-Teaching Positions)



APPLICANT INFORMATION			
Last Name:	First:	M.I.	Date:
Street Address:		Apartment/Unit #	
City:	State:	Zip:	
Phone:	E-mail Address:		
Date Available:		Desired Salary:	
Position Applied for:			
Are you applying for full or part time?		Approximate date you can begin work:	
Are you available to work overtime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
<u>High School:</u>		Address:	
Years Completed:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree:	
<u>College:</u>		Address:	
G.P.A.	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree:	
<u>Other</u>		Address:	
G.P.A.	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree:	

REFERENCES	
<i>Please list three professional references.</i>	
Full Name:	Title:
Relationship:	Phone: ()
Company:	
Full Name:	Title:
Relationship:	Phone: ()
Company:	
Full Name:	Title:
Relationship:	Phone: ()
Company:	

PREVIOUS EMPLOYMENT (*Begin with Current or Most Recent Employer*)

<u>Company:</u>		Phone: ()	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<u>Company:</u>		Phone: ()	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<u>Company:</u>		Phone: ()	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, please attach an explanation.		

CERTIFICATES/PROFESSIONAL AFFILIATIONS

Please list any certificates earned or in progress and any additional training programs you have or are currently participating in that you did not include above. List any professional affiliations to which you belong (please do not list activities that would indicate age, sex, color, race, creed, national origin, religion, marital status, or disability).

HIRING PROCESS

In connection with my application for employment and as a condition of continuing employment with Bear Creek Community Charter School, I understand that inquiries will be made into my background, including contacting previous employers, educational institutions, criminal convictions, and other reports. These reports may include information as to my character, work habits, work performance, education, compensation, and experience, along with reasons for termination of employment from previous employers.

In the event an offer of employment is extended to me, I understand I must provide satisfactory documents to establish my identity and right to work in the United States. I also understand that failure to provide this evidence will result in the termination of my employment.

AT WILL EMPLOYMENT

I understand that employment with Bear Creek Community Charter School is at-will, which means that neither the employee nor Bear Creek Community Charter School has entered into a contract regarding the duration of employment. As an at-will employee, either the employee or the School may terminate this employment relationship at any time, with or without cause or prior notice. No officer, director, trustee, supervisor, manager or any other employee or representative of Bear Creek Community Charter School has the authority to enter into any agreement with you or make any promises or commitments contrary to any of the foregoing.

As an individual employed during the academic year, I understand that unless otherwise notified by the Chief Executive Officer, I have reasonable assurance of employment following each break in the scheduled academic term.

AUTHORIZATION TO RELEASE INFORMATION & HOLD HARMLESS

I authorize without reservation, representatives of Bear Creek Community Charter School to take the necessary steps to obtain the information described above, and further authorize any party or agency contacted to furnish the above information. I hereby agree to release all individuals, companies or agencies involved from any and all liability and responsibility for providing such information. I consent to obtaining the above information from Bear Creek Community Charter School, its representatives or agents. This authorization and consent shall be considered valid in original, fax, e-mail or copy form.

I agree to release and hold harmless any individual, company, or agency from any and all liability with regard to furnishing information to the Bear Creek Community Charter School, and further agree to release and hold harmless the Bear Creek Community Charter School, its representatives and agents, from any and all liability with respect to the receipt of such information.

CERTIFICATION

I certify that the information I have furnished on this Employment Application is true and complete. I understand that if any misrepresentation has been made by me either verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment by Bear Creek Community Charter School may be terminated.

Signature of Applicant

Date