



Custodial Specialist Global Village Project

Global Village Project was founded in 2009 as a model for innovative, equitable refugee education. As the only school in the U.S. for refugee girls, we aim to remove the barriers to students' learning and amplify their voices as creative young leaders. Our full-day academic program serves 40-50 refugee young women from Clarkston, Georgia, and is designed specifically for their needs as English language learners, with trauma-informed practices and restorative justice at its center. We are a team of educators, of lifelong learners, and of people who care deeply about girls' education, and together we are building a multicultural, multilingual community of students and staff.

ABOUT THE ROLE

As GVP's Custodial Specialist, you will play a crucial role in creating a clean and welcoming environment where our students can thrive. By overseeing the day-to-day maintenance of our 24,000 sq. ft. facility, you ensure that our educators and young women can focus entirely on their education. This role will be a critical resource in our new building in ensuring that students have a safe, prepared, and clean environment to learn in.

Your key responsibilities include:

- Contribute to a culture that values community, collaboration, and lifelong learning.
- Maintain the cleanliness and sanitation of all interior spaces, including classrooms, hallways, restrooms, commons areas, and administrative offices across a 24,000 sq. ft. facility
- Conduct routine safety and maintenance inspections of the facilities, identifying items that are in need of repair or maintenance.
- Manage the inventory of all custodial supplies and proactively report ordering needs.
- Work with other staff members to set up and break down spaces for school events, meetings, or student activities such as daily lunch.
- Oversee minor facilities repairs and seasonal deep cleanings, including but not limited to, painting, window washing, and floor care (waxing/polishing) during school breaks.
- Collaborate with the Operations team to manage waste disposal, recycling, and building security checks.

- Performs outdoor custodial duties as needed, including but not limited to clearing leaves from walkways, watering plants, and picking up litter on the grounds.
- Other duties as assigned

ABOUT YOU

- We're looking for someone who will be **excited to work in a small, highly collaborative team**. While we'll consider you the subject matter expert on custodial matters, we encourage cross-training and interdisciplinary decision-making, and invite you to explore your own curiosity about other areas of the organization, too.
- You'll be interacting with our students regularly throughout the school, so you need to be **someone who enjoys young people** - their energy, their self-agency, and all that brings.
- You are someone who takes pride and responsibility in your work and recognizes the effect that it has on the entire organization.

Ideal candidates will also have:

- Passion for empowering and educating young refugee women who face structural barriers to their education.
- Proficiency working with multilingual, multicultural communities.
- 1+ years of experience in a custodial, janitorial, facilities, or maintenance role (or comparable hands-on work such as hospitality housekeeping, groundskeeping, or building services)
- Working knowledge of standard cleaning methods, products, and equipment, including safe handling and storage of cleaning chemicals
- Experience with digital task tracking systems such as Asana, Google Tasks, or Todoist
- Familiarity with minor repair and maintenance tasks (e.g., changing light bulbs, patching drywall, basic plumbing fixes, simple painting)

Physical Requirements:

This is a physically active role. The Custodial Specialist should be able to perform the following:

- Stand, walk, bend, kneel, reach, and climb stairs for extended periods throughout the workday
- Lift, carry, push, or pull up to 50 pounds regularly (e.g., supplies, trash receptacles, furniture for event setup) and occasionally heavier items with assistance
- Safely use ladders and step stools to reach elevated areas for cleaning, light repairs, and seasonal maintenance
- Operate standard custodial equipment, including vacuums, floor buffers, carpet cleaners, and powered cleaning tools

- Handle and safely store cleaning chemicals and supplies in accordance with manufacturer and OSHA guidelines, including proper use of personal protective equipment
- Perform repetitive motions such as sweeping, mopping, wiping, and scrubbing
- Work in varying indoor and occasional outdoor conditions, including exposure to dust, cleaning agents, and temperature fluctuations
- Maintain visual and auditory awareness sufficient to identify maintenance issues, safety hazards, and respond to emergencies

Does this sound like you?

If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! We take a holistic approach to all of our hiring practices, believing in the power of lifelong learning, and want to hire those who best align with GVP's mission and values.

DETAILS & BENEFITS

Location: This position is primarily onsite at our campus in Decatur, GA

Job Type: Non-Exempt, Full-Time

Hours of Work: The Custodial Specialist will generally work 40 hours per week according to a regular schedule set with the Operations & Compliance Coordinator with some flexibility for occasional evenings and weekend events.

Salary: \$38,000 - \$40,000 annually, commensurate with experience.

GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, social justice, and service. The position requires a criminal background check. Primary elements of the benefits package include:

- 20 days of paid time off per year in addition to ~20 paid staff holidays, with additional flexibility during summer
- Health insurance, including optional dental and vision coverage, combined with an additional Health Reimbursement Arrangement plan
- SIMPLE IRA Retirement Plan with 2% guaranteed employer contribution
- Paid parental leave
- Life insurance
- Support for professional development opportunities

HIRING PROCESS

Interested candidates should upload their resume to the [Custodial Specialist Application Form](#)

Applications will be reviewed beginning June 22nd. Interviews will include a Zoom screening followed by an in-person visit to GVP for an in-person interview. Our hope is to fill the position for a start date on or around July 15th.

GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, or sexual orientation.

We are committed to creating access for all qualified individuals in the hiring process, including but not limited to those with disabilities. If you require reasonable accommodation(s) to participate in the application or interview process, please contact hiring@globalvilageproject.org.