



Embrace. Educate. **Empower.**

Baltimore Leadership School for Young Women

ABOUT US

Baltimore Leadership School for Young Women is a college preparatory school emphasizing leadership, academic excellence, and enrichment in a single-sex environment. BLSYW's program demonstrates a solid commitment to math, science, and technology – fields where women are underrepresented, and Maryland needs to cultivate a solid knowledge base and workforce – and the arts and humanities that teach students to appreciate and engage the world critically that they will lead.

OUR IMPACT

At BLSYW, our impact in Baltimore City is profound. We stand as leaders with exceptional high school graduation rates. Since our inception in 2016, we've achieved a remarkable 100% college acceptance rate. Our students enroll in college at rates surpassing any other public school in Baltimore City. Moreover, we've consistently demonstrated leading college graduation rates for underserved students, showcasing our commitment to equitable education and empowering our students to achieve their fullest potential.

OUR VALUES

At BLSYW, our values guide our approach to work, and we seek individuals who resonate with our enthusiasm. We merge an entrepreneurial mindset with our public charter nature to foster a vibrant environment where each person's efforts are appreciated and supported.

- Effective Communication: We communicate clearly and efficiently with all stakeholders.
- Customer Service Oriented: We provide excellent service and support to students and families.
- Resourcefulness: We are creative and adaptable in finding solutions to challenges.
- Growth Mindset: We embrace a positive attitude towards learning and development.
- Knowledgeable: We possess the expertise and stay informed in relevant areas to fulfill responsibilities effectively.

Job Title:

School Custodian

Reports To:

Operations Associate / Director of Operations

Position Overview:

The School Custodian plays a vital role in maintaining a clean, safe, and welcoming environment for all students, staff, and visitors. This position is responsible for performing daily and periodic cleaning tasks throughout the school including classrooms, offices, restrooms, and common areas to ensure a hygienic and well-kept facility. As well as performing other duties as assigned.

Primary Responsibilities:

Main & Rear Entrances

- Clean both sides of door glass and wipe frames (Daily)
- Dust high and low areas (3rd week of the month)

Lobby & Reception Areas (Floors 1–3)

- Microfiber damp wipe tables and clean front office glass and glass doors (Daily)
- Dust high and low areas (3rd week of the month)
- Inspect and clean stairwells (As needed)

Catwalk

- Dust mop and/or HEPA vacuum hard surface floors (Wednesdays)
- Damp mop hard surface floors (Wednesdays)

Hallways, Lockers & Elevator

- Sanitize water coolers, elevator buttons, and handrails; clean/polish metal areas of elevators (Daily)
- Microfiber damp wipe hallway tables (Daily)
- Dust high/low areas on elevator, monitors, and tops of lockers (3rd week of the month)

Stairwells

- Dust stair railings, window ledges, and spot clean from basement to floor 6 (Wednesdays)
- Dust mop and/or HEPA vacuum and damp mop hard surface stairs from floor 6 to roof access (3rd week of the month)

Offices, Fishbowls, and Conference Rooms

- Dust high/low areas including window sills (3rd week of the month)
- Empty shredders (Fridays)

Classrooms, Bathrooms & Walls

- Dust bookshelves (Wednesdays)
- Clean bathroom walls (Tuesdays and Thursdays)
- Clean hallway and classroom walls (As needed)

Dance Studios

- Clean glass (Monday, Wednesday, Friday)
- Ensure shoes are covered or removed per policy

Staff Lounge & Breakroom

- Sanitize/clean sinks and interior/exterior of microwave (Daily)
- Empty and clean refrigerator (Fridays)
- Wipe down copy machines (Daily)

Restrooms

- Clean bathroom walls and window sills (Mon, Wed, Fri)
- Unclog and clean toilets (As needed)

Weight Room

- Vacuum carpet, clean entrance glass doors, and empty trash (Daily)
- Dust high and low areas (3rd week of the month)

Gym

- Clean tables, light switches, and doorknobs (Daily)
- Dust mop/HEPA vacuum and damp mop hard surface floors (Schedule varies)
- Empty trash and replace liner (Daily)

Cafeteria

- Wipe down tables (Daily)
- Empty trash and sweep/mop floors (Daily)

Auditorium

- Wipe down tables and empty trash (Daily)
- Stack chairs (As needed)

Required Qualifications:

- Previous experience in custodial or janitorial work preferred.
- Ability to use commercial cleaning tools and supplies safely.
- Strong attention to detail and ability to follow a cleaning schedule.
- Ability to lift up to 50 lbs and perform physical tasks including standing, walking, and bending for extended periods.
- Effective communication and reliability.
- Flexibility to work early mornings, evenings, or weekends as needed.

Work Schedule:

Full-time, Monday through Friday. Occasional weekends or evenings may be required for school events or emergencies.

Work Environment:

Indoor and outdoor work environments with exposure to varying weather conditions. Frequent walking, standing, climbing ladders, lifting, and manual labor required.

Employment Conditions:

Continued employment is subject to successfully completing a background check and fingerprinting process.

Salary Range:

\$47,991

The Baltimore Leadership School for Young Women (BLSYW) is an equal opportunity employer fully committed to achieving a diverse workforce. BLSYW does not discriminate based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression and strongly encourages all to apply.