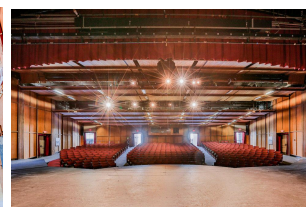
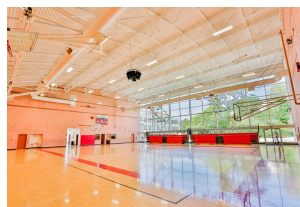




Life changing. World changing.



Chinese American International School seeks a

## Custodian Porter

*This is an English language position; NO Chinese language proficiency required.*  
**Non-exempt, full-time position, 7:00 a.m.-3:30 p.m. and 10:00 a.m. to 6:30 p.m.**

### OPPORTUNITY

We are seeking a dedicated and reliable School Custodian Porter to maintain the cleanliness, safety, and functionality of our school facilities. The ideal candidate will be responsible for performing a variety of custodial duties, ensuring a clean and sanitary environment for students, staff, and visitors. This role requires a strong attention to detail, the ability to work independently, and a commitment to upholding high standards of cleanliness and maintenance.

### ESSENTIAL DUTIES

- Clean and sanitize common areas, including exterior litter pick, cleaning entryways and glass, multiple cleanings of student restrooms, auditorium cleaning, spill and carpet cleaning work, and cleaning of classrooms, common areas and other serviceable areas as assigned
- Use Janitorial cleaning equipment and chemicals as directed by management
- Buff and wax floors as needed and during deep cleaning
- Empty and clean waste receptacles and dispose of trash daily/as needed throughout the site
- Clean windows, glass partitions, and mirrors daily as needed
- Maintain and stock cleaning and maintenance supplies daily/as needed
- Monitor and report any maintenance or safety issues to the Facilities Management
- Follow all health and safety regulations and procedures per OSHA, CDE, San Francisco County Department of Health and other regulatory agencies
- Assist with moving of school materials and event set up
- Assist with special requests from school staff as assigned by Facilities Management
- Organize and maintain storage areas and janitor's closets, as assigned
- Assist with room setup and cleanup for school events and CAIS activities
- Fill out daily work reports and use of the CMMS work order system
- Assist with graffiti and homeless encampment cleanup on CAIS Campus
- Attend training sessions as required
- Respond to after-hours emergencies
- Other duties as assigned

### ESSENTIAL REQUIREMENTS

- Three years janitorial experience
- Knowledge of green cleaning and sanitation procedures
- Ability to operate cleaning equipment and machines
- Physical stamina and the ability to lift heavy objects and perform repetitive tasks
- Strong attention to detail and thoroughness in completing tasks
- Effective communication skills and the ability to work effectively both independently and as part of a team

- Commitment to maintaining a safe and clean environment for students and staff
- Experience working in a school environment (preferred)
- Experience with CMMS systems (preferred)
- Must be able to pass a LiveScan background check and TB Clearance

#### **KNOWLEDGE & ABILITIES**

- Proper cleaning techniques for various surfaces and materials
- Working understanding of safety protocols and procedures
- Knowledge of handling and storing cleaning chemicals
- Understanding of waste management and recycling procedures
- Physical stamina and strength for carrying out cleaning tasks
- Attention to detail for thorough cleaning and maintenance

#### **PHYSICAL DEMANDS**

The physical demands described below represent those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, CAIS provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets the skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.

- Lift and/or carry moderate weight (50 pounds)
- Sit, stand, walk, climb stairs or ladder, reach, perform repetitive hand motions, hear, speak
- Prolonged and irregular work hours on occasion
- Work with frequent interruptions

#### **COMPENSATION & BENEFITS**

The hourly rate for this position is \$27.00. Please see the final page for a description of benefits.

#### **ABOUT CAIS**

As the nation's first Mandarin Immersion Preschool through 8th grade school, CAIS embodies our [mission](#) and [Core Values](#) by working continuously to maintain our role as a leader in immersion education. In September 2024, our entire community will begin the school year at our new [campus on 19th Avenue](#), which more than doubles our program space from our Hayes Valley locations and allows all divisions to be together on one spectacular campus.

#### **TO APPLY**

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply. Email cover letter, resume, and list of references to [facility\\_jobs@cais.org](mailto:facility_jobs@cais.org). In the subject line please indicate: "Custodian Porter" Please no calls.



毅力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness



Life Changing. World Changing.

# CAIS as a Workplace

Chinese American International School is dedicated to attracting, developing, rewarding and retaining world-class employees and ensuring that this is a great place to work. We put a high priority on advances in compensation, benefits, and work climate with a 2025-2026 benefits package and perks including:

## Distinctively CAIS Benefits

- Commuter benefits provided (up to \$325/month)
- Dynamic, dual culture setting valuing honest self assessment, thoughtful self reflection, intentional planning, and focused implementation

## Financial Benefits

- CAIS contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)
- Transparent salary benchmarked to the Bay Area's competitive standards, including annual cost-of-living adjustments

## Professional Development

- Robust opportunities for conferences, workshops, and courses

## Health Benefits

- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, short-term disability and long-term disability, and life insurance for you (along with competitive rates for spouse and family coverage)
- Employer-funded Health Savings Account (HSA) and Pre-tax HSA employee contribution
- Pre-tax Flexible Spending Account (FSA) for medical and dependent care

## Vacation / Holiday / Paid Time Off

- 10 Paid Federal holidays
- Up to 2 additional days off for religious holidays
- Accrue 11.5 days of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

## Quality of Life and Appreciation

- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card