



## MARYVILLE CHRISTIAN SCHOOL

### Job Description

#### Job Title: School Custodian

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This position will report to the Facilities Manager to keep the school building clean, safe, and functioning properly.

#### Qualifications

- Must possess a high school diploma or equivalent. Prefer 2-5 years of related experience.
- Be a born-again Christian who is growing in his/her relationship to Christ.
- Adhere to the Statement of Faith and the Biblical Lifestyle Statement of Maryville Christian School.
- Maintain active membership in an evangelical church. Continually seek ways to further his/her spiritual growth through regular church attendance, Bible studies, etc.
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism.
- Have a passion for serving God in the context of Christian education and pray regularly for students, parents, and staff.
- Able to communicate effectively, both orally and in writing.
- Respectfully submit to and be loyal to constituted authority.

#### General Responsibilities

- Performs tasks associated with the custodial operations of the school building.
- Cleans and maintains various surfaces and materials within the building.
- Sweeps and mops floors.
- Vacuums carpeted areas.
- Washes windows and cleans blinds.
- Collects and removes trash from offices, classrooms, restrooms, and common areas.
- Follows procedures for the use of chemical cleaners and power equipment.
- Cleans and disinfects toilets and replenishes supplies such as toilet paper, soap, and paper towels.
- Responds to urgent situations, such as spills, that require quick action.
- Orders cleaning supplies and paper products and maintains an appropriate supply at all times.
- Operates and maintains equipment such as vacuums and floor cleaners.
- Makes minor repairs as necessary, including tasks such as changing light bulbs and fixing leaks.

- Notifies supervisor when major repairs, including structural issues or highly skilled tasks, are required.
- Monitors heating and cooling systems.
- Moves heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Organizes janitorial storage areas.
- Completes assigned tasks in a timely manner. Follows through to assure that goals or task objectives have been met. Communicates status of assigned tasks to supervisor as needed.