

CUSTODIAN JOB DESCRIPTION

Job Title: Custodian
Position Type: Staff, Non-Exempt, Full-time, 12-month
Reports to: Operations Manager
Salary: Dependent on Experience – Salaried, paid monthly
Hours: Monday – Friday 4 hours during school hours and 4 hours before/after school hours

Whitefield Academy is a classical Christian School for students Kindergarten Prep – 12th grade. We are a nondenominational, private, day school accredited by the Association of Classical Christian Schools (ACCS).

Requirements

- Minimum of one (1) year commercial custodial experience preferred
- Experience cleaning schools is a plus
- Candidates with a technical certificate (electrician, HVAC, plumbing, etc.) may qualify for higher pay
- Member of an evangelical church able to affirm the school's biblical, faith, and ethical standards as delineated in the school's *Statements and Affirmations on Faith and Practice*

Portrait of a Whitefield Custodian

The Custodians at Whitefield Academy are passionate evangelical Christians who love Christ, are joyful, encouraging, nurturing, have a happy disposition, and exhibit love for children. They are driven by their desire to provide a clean, orderly, and safe campus for our students, staff, parents, and potential families. They take pride in the work they complete, have an eye for detail, are organized, have time management skills and are able to follow instructions and complete tasks unsupervised. They are multi-taskers who take initiative by seeing what needs to be done and help without being asked.

Critical Performance Competencies

- Adhere to biblical standards in all areas of conduct
- Positively support the school's policies and practices and work collaboratively and professionally
- Truthful, positive, and purposeful when communicating with others
- Able to use written and oral communication skills to transfer thoughts and express ideas
- Flexible and adaptable in dealing with new, different, or changing requirements
- Maintain confidentiality and security of information
- Hold self accountable to accomplish results
- Effective in handling multiple concurrent tasks
- Familiar with Microsoft Word and Outlook

Specific Duties and Responsibilities

- Empty and clean trash containers in a sanitary manner
- Clean and sanitize bathrooms including mirrors, fixtures, sinks, toilets, floors
- Clean and sanitize teacher workroom areas
- Clean and sanitize kitchen areas
- Replenish supplies and materials (trash bag liners, paper towels, toilet paper, soap, etc.)
- Wash interior windows and dust blinds
- Wipe hand marks from walls and doors
- Dust all surfaces and furniture in common areas (foyer)
- Spot clean carpet stains and spots on furniture
- Sweep, scrub, mop and polish all tile floors

- Vacuum all carpeted floors
- May perform hard-surface floor scrubbing, stripping, and refinishing as well as carpet spotting and extraction
- Operate mechanical cleaning equipment
- Properly and safely use cleaning chemicals per manufacturer standards
- Inventory of cleaning supplies
- Monitor and report necessary repairs, replacements, maintenance issues and safety hazards
- Perform all work in accordance with school safety and security procedures
- Report all accidents and injuries in a timely manner
- Participate in snow and ice management duties, including shoveling and salting or sanding walkways and entries
- Perform general grounds landscape maintenance including pruning, pest control, pulling weeds and watering
- Support Operations Manager, as needed, in response to emergency calls outside of normal hours
- Assist Operations Manager to complete maintenance request work as assigned
- May perform minor repairs to equipment, building, plumbing or electrical
- Ensure school doors are securely locked when leaving before or after opening hours.
- Participate in summer projects such as classroom set up, moving furniture, remodeling, painting, and general repairs
- Must be able to work occasional evenings and weekends to ensure building is cleaned and hallways and emergency routes are clear before and after school events (Shakespeare Performance)

Professionalism:

- Consistently and joyfully demonstrate excellence in work, punctuality, speech, attitude, dress, and attention to administrative duties.
- Cooperate with administration in annual evaluation.
- Cheerfully comply with all applicable policies in the Staff Handbook and with all administrative directives.
- Cheerfully attend to assigned or volunteered collateral duties such as lunch and recess duty, attendance at school programs and events including school workdays; others as prescribed by the school administration.

Disclaimers

Whitefield Academy is an equal opportunity employer and is required by law to perform background checks on selected qualified candidates. All employees of Whitefield Academy must agree to carry out their responsibilities in a manner that is consistent with Whitefield Academy's Mission Statement, *Statements and Affirmations on Faith and Practice*, Staff Handbook, and conduct themselves in a manner consistent with Biblical standards.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, custodian work requires standing for extended periods, reaching, bending, stooping, kneeling, lifting, pushing and pulling (up to 50 lbs) and climbing stairs and ladders. Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees and students.