



Job Description – Custodian

Location: High School/Middle School/Lower School Campus

Department: Facilities

Title: Custodian

Job Summary: Responsible for performing various duties to maintain the clean and professional appearance of the campus.

Responsible To: Director of Facilities

Hours/Position: Part-time, 12 month

General Duties/Responsibilities:

- Ensure that all campus areas are kept very clean and in proper working order. Clean individual classrooms including vacuuming when needed, sweep and mop. Clean all hallways and bathrooms daily.
- Follow custodial checklist for daily duties.
- Manage all areas needing detailed cleaning (windows, trashcans, etc.) on a rotational basis.
- Stock and maintain supply rooms.
- Follow all health and safety regulations.
- Ensure all information regarding employees, staff and students is kept confidential.
- Address staff and student needs and issues as they arise.
- Keep current with campus security policies and procedures.
- Participate with other staff in promoting good teamwork.
- Recommend measures to improve methods, performance and quality of product or service, and suggest changes in working conditions to increase efficiency.
- All personnel. Regardless of position, must understand and support the philosophy and mission of Norfolk Christian Schools. In addition, employees must maintain the highest standards of personal and professional conduct in response to belief in the Gospel.

This list of duties and responsibilities is not intended to be all inclusive and may be expanded to include other responsibilities that management may deem necessary from time to time.

Qualifications:

- Ability to handle heavy equipment and machinery.
- Knowledge of cleaning chemicals and supplies.
- Integrity and ability to work independently.
- High School diploma or equivalent required with related experience.
- Good verbal and written communications skills.
- Good organizational skills. Ability to be flexible and change priorities as needed.
- Must present a professional image.
- Must be able to maintain confidential information.

Essential Job Requirements:

Work requires lifting of up to 70 lbs. or more (i.e. furniture, ladders, etc.)

Ability to be mobile up to 8 hours per day.

Ability to perform simple grasping, pushing, and pulling (i.e. filing, file drawers).

Ability to communicate with staff in a professional manner.

Constant stooping, bending, reaching and squatting are required.