

TITLE: Building Custodian Job Description
DATE OF LAST REVIEW: 7/1/14
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Accountable to: Head of Maintenance

Employment Term: 40 hours x 52 weeks = 2,080 hours

The Building Custodian assists in maintaining the physical buildings of Lutheran High. This person will assist in seeing that facilities and equipment are kept in good repair and clean. In addition, he/she will assist the Head of Maintenance in the supervision of part-time custodians. This person will also assist in providing a secure and hospitable environment for the faculty, staff, students and members of the community, a primary responsibility of the entire custodial staff.

Christian Witness Characteristics

- Is dedicated to Christ-centered service to young people and their families, models love and care for youth, and is trustworthy in relationships and commitments
- Is conversant in and committed to the doctrines of the Lutheran Church-Missouri Synod and dedicated to promoting the Christian faith through the ministry of Lutheran High School
- Focuses on the common unity in Christ that is shared at Lutheran High School
- Leads as a servant, promotes consistent servant leadership and Christ-centered decision making
- Models the Christian faith in professional & personal activities, integrating their life with God's grace
- Conveys the Association's mission to others with passion and communicates effectively in clear and direct written and spoken language

Qualifications

1. High School Diploma
2. Proficiency in custodial skills
3. Skills in working with people (visitors, students, staff)
4. Related job experience preferred
5. Must successfully pass a criminal background check

Responsibilities

1. Be self-disciplined in the management of time and work requirements in order to effectively accomplish the necessary task and responsibilities during normal working hours.
2. Be personable in dealing with faculty, staff, students, parents and the community.
3. Be tolerant of the nature of high school age persons in regard to their use of and care of the building.
4. Be a team player that can work under the direction of the administration and the faculty.
5. Be flexible, able to operate within a building use schedule that is often times dynamic.
6. Secure the building nightly according to the schedule determined by the administration.
7. Provide daily cleaning for assigned building areas, which may include (but not limited to): classrooms, hallways, bathrooms, locker rooms, gyms and the commons.
8. Stock paper, soap dispensers and other bathroom items as needed
9. Provide maintenance as assigned by the Head of Maintenance, which may include: painting, wall repair, door and lock repair, ceiling repair, electrical repair, etc.
10. Provide care for all floors and carpets
11. Work with part-time custodial staff to set-up, take-down and clean up after school events
12. Work with the administration on other assigned tasks pertaining to the building and grounds