



## JOHNSTOWN CHRISTIAN SCHOOL

### **Job Description: Custodian**

#### **General Description**

The successful candidate for this position will be expected to coordinate the work of maintaining the facility and grounds at Johnstown Christian School. This person works closely with the school administration, Building and Grounds Committee of the Board and custodial staff to provide for the school's custodial and maintenance needs in a timely and efficient manner.

**Hired by:** Celeste Sprankle, Administrator and John Huston, Board President

**Responsible to:** Joey Miller, Facilities Supervisor

**Evaluated:** An annual written evaluation will be provided by the Facilities Supervisor.

**Type of position:** This is an hourly, nonexempt position.

#### **Required Spiritual Qualities**

It is expected that the custodian will:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit and biblical principles in dealing with people.
- Actively participate in a local evangelical church.

#### **Required Professional Qualities**

It is expected that the custodian will ...

- Have graduated from high school and preferably have building maintenance experience.
- Have knowledge of principles and practices of facilities operations, maintenance, and management.

- Have experience in cleaning and daily maintenance of commercial buildings..
- Have the knowledge to skillfully and safely use various hand tools and power equipment for meeting the basic maintenance and repair needs in the school.
- Be willing to participate in continuing education opportunities that will increase proficiency and job skills when appropriate.

### **Required Personal Qualities**

It is expected that the custodian will ...

- Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Have the ability to interact effectively with peers and supervisors, and possess humility and a willingness to be a team player.
- Follow the Matthew 18 principle in dealing with conflict.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, staff, or donors.
- Communicate clearly with the school administration in an earnest effort to resolve differences when they exist.
- Be a visionary, an encourager, and a self-starter with a high energy level.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy and job requirements.

### **Essential Job Functions—Accountabilities**

It is expected that the custodian will ...

#### **Administrative Leadership**

- Attend staff meetings and training programs as deemed necessary by the school administration.

**Professional Responsibilities**

- Fulfill responsibilities given by the facilities coordinator.
- Clean and maintain the facilities to the specifications given by the facilities coordinator.
- Maintain the outdoor appearance of the buildings, grounds, and signage of the school.
- Increase working knowledge of maintaining and repairing heating, plumbing, electrical, building construction, and alarm systems.
- Perform regularly scheduled maintenance on building system equipment.
- Make sure buildings and grounds are unlocked or secured as required for the regular school program.
- Lock and unlock building for rentals, activities, and programs for outside groups as assigned.
- Work cooperatively with other custodians, supervisors, administrators, and volunteers.
- Help with setup and teardown before and after activities in the buildings and on the grounds.
- Inspect the buildings, grounds, and sports venues for safety, health, and maintenance issues.
- Maintain the security of the building including not allow friends or other unauthorized people in the buildings after hours.