



CUSTODIAN JOB DESCRIPTION

Job Title: Custodian

Division/Department: Custodial

Reports to: Administrator

Full-time

Part-time (Hourly)

Exempt

Non-Exempt

The WCS Custodian is responsible for maintaining, cleaning, and disinfecting all areas of the facilities including sweeping, mopping, vacuuming, dusting, polishing, trash removal, etc. to ensure a safe school and working environment.

Spiritual Qualifications:

Spiritual maturity is necessary for all staff as they will regularly come in contact with our youth. It is expected that the following spiritual characteristics will be true in a WCS staff member:

- Must be a “born-again” Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).
- Accept, without reservation, and actively support the Wayside Christian School's Statement of Faith.
- Agrees with Wayside Christian School's mission statement and will work towards fulfilling that mission to the best of his/her ability.
- Affirms the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Maintains faithful attendance at a local church whose fundamental beliefs and practices are in agreement with the Wayside Christian School and Wayside Chapel Statement of Faith (Hebrews 10:25).
- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes. This includes being committed to God's biblical standards for sexual conduct. (Luke 6:40).
- Sets an example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship.
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff.

Personal Qualifications:

- Sign and live by the School's Lifestyle Statement as a condition for employment and continued employment in this ministry.
- Demonstrate a sensitivity and ability to interact effectively with staff, parent, volunteers, and children.

- Meet everyday stress with emotional stability, objectivity, and optimism.
- 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.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his/her own mistakes and take measures to correct them.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and the general public
- Must have sufficient health and physical endurance to be able to complete the assigned responsibilities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy

Professional Qualifications:

- A high school diploma or equivalent is required
- Strong organizational skills and attention to detail.
- Ability to multitask and prioritize workload.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the administrator.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and interpret bar graphs.
- Willingness to learn new tasks that there may be no previous experience in.

Essential Duties and Responsibilities:

- Perform custodial duties such as cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal of classrooms, offices, cafeterias, computer labs, teacher lounge, bathrooms, locker rooms, hallways, entryways, gymnasium, and other areas of the facilities including exterior grounds based upon the attached schedule. Guide students and staff in the care and use of the facility.
- Interact with and assist students, staff, visitors and groups when required to ensure needs are met regarding building use. Provide cleaning after scheduled activities. Move and set up furniture and equipment as requested.
- Monitor and inspect buildings for safety and cleanliness. Report areas requiring maintenance to the administrator. Notify administrator of hazardous or harmful situations.
- Report supply and equipment needs to the Administrator. Perform preventative maintenance of site custodial equipment.
- Ensure proper use, identification, mixture and application of chemicals, including the requirements and use of Safety Data Sheets (SDS).

- Perform special cleaning and assist with renovation projects as applicable. Assist with floor maintenance and restoration or the scheduling of floor restoration as needed.
- Ensure that all closets with janitorial supplies remain locked and neatly organized.
- Perform other duties as assigned.

Physical Requirements

The physical demands described here and on the next page are representative of those requirements that must be met by a custodian to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls; and give and receive oral and written instructions. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head, and reach forward. The employee uses hand strength to grasp tools and rungs of ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee may need to lift and/or move up to 50 pounds, including cleaning supplies, pails, and bags/boxes. The employee will sometimes push or pull items such as tables, bleachers, scrubbing machines, etc. This job requires close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Environment	Rarely	Occasional	Frequent	Daily
<i>Outdoor Duty</i>				
Cold (50 deg. F or lower)		X		
Heat (90 deg. F or higher)		X		
Chemicals/Solvents			X	
Noise		X		
High Stress		X		
Interruptions			X	
Overtime Necessary	X			
Climbing Stairs		X		
Crawling		X		
Standing/Sitting/Walking/Bending				X
Running		X		
Kneeling			X	
Reaching over Shoulder			X	
Pushing/Pulling			X	
<i>Lifting/Lowering/Carrying</i>				
Up to 20 lbs.			X	
Up to 50 lbs.			X	
More than 50 lbs.		X		
Telephone		X		
Fax/Copier	X			
Computer/Printer		X		
AV Equipment		X		
<i>Other</i>				
On Time Arrival				X
Summon Emergency Help	X			
Apply CPR/First Aid	X			
Lead field trips	X			
Communicate Data			X	
Prepare Reports		X		
Driving		X		

Sample Cleaning Schedule for WCS Buildings

The "X" means job not done on this day. All jobs should be done at least the number of times per week mentioned next to each listing. Extra cleaning will need to take place prior to and after large events that take place within the school building.

High School Building	Monday	Tuesday	Wednesday	Thursday	Friday
Hallways/Lobby/Copy Room/Offices					
Dust Mop Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Mop Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Sanitize Drinking Fountain x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean Glass Doors x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum Rugs/Floor Mats x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Trash x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Under Steps Organized x 2	X	<input type="checkbox"/>	X	<input type="checkbox"/>	X
Check for Cobwebs (Weekly)	<input type="checkbox"/>				
Lunch Area/Locker Area/Concession Area					
Sanitize Lunch Tables x5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep Floors x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Trash x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mop Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Clean Microwaves (Weekly)	<input type="checkbox"/>				
Bathrooms & Locker Rooms					
Mop Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Sanitize Sinks/Paper Towel Dispenser x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wipe Partitions and Benches (Weekly)	<input type="checkbox"/>				
Clean Mirrors x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust Mop Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Clean/Sanitize Toilets/Urinals x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Paper Towels/Toilet Paper/Soap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Trash x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classrooms					
Sweep Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Take out Trash x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitize Desk Tops x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Clean Chalkboards/Whiteboard and Trays (Weekly)	<input type="checkbox"/>				
Check for Cobwebs (Weekly)	<input type="checkbox"/>				
Elementary Building					
Hallways/Lobby/Cafeteria					
Dust Mop Floors x 3 (Cafeteria Daily)	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Mop Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Sanitize Lunch Tables x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean Microwaves x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Sanitize Drinking Fountain x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean Glass Doors x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum All Rugs/Floor Mats x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Trash x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for Cobwebs (Weekly)	<input type="checkbox"/>				
Bathrooms					
Dust Mop Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Mop Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Sanitize Sinks/Paper Towel Dispensers x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wipe Partitions (Weekly)	<input type="checkbox"/>				
Clean Mirrors x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean/Sanitize Toilets/Urinals x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Paper Towels/Toilet Paper/Soap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Trash x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classrooms					
Vacuum Floors x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Take out Trash x 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitize Desk Tops x 3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Clean Chalkboards/Whiteboards and Trays (Weekly)	<input type="checkbox"/>				
Check for Cobwebs (Weekly)	<input type="checkbox"/>				
General Cleaning					
Sanitize door handles x3	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
Remove scuff marks on the walls and floors (Weekly)	<input type="checkbox"/>				
Dust shelves, flat services, and window ledges (Weekly)	<input type="checkbox"/>				
Pick up trash on grounds (Weekly)	<input type="checkbox"/>				
Remove Graffiti	Immediately When Seen				
Spot clean stains on carpets	Immediately When Seen				
Clean trophy cases	Semi-Annual: August and Decemeber				
Wash & Disinfect trash receptacles	Semi-Annual: August and Decemeber				
Sweep, clean, and wash bleachers	Semi-Annual: August and Decemeber				
Window Cleaning (Inside & Outside)	Annual: Summer Months				
Detail Cleaning (All nooks and crannies)	Annual: Summer Months				
Clean, sanitize & remove gum from all desks and chairs	Annual: Summer Months				
Scrub Classroom Carpets and Floor Mats	Annual: Summer Months				
Gym Floor Restoration	Bi-Annual: Summer Months (Scheduled with outside company)				