



SUMMIT
CHRISTIAN
SCHOOL

Job Description

Position: Head Custodian

General Purpose

Support the educational program at Summit Christian School by ensuring that the building is clean and that the building operates as efficiently and economically as possible. Duties will be performed in accordance with the high expectations in place at Summit Christian School and in a manner that is in line with the school's mission and vision.

Position Term and Evaluation

This position commences on August 1 and concludes on July 31. The position is renewable pending the results of a performance evaluation that will be completed by the principal.

Qualifications

- Shall be in good physical condition with no past history of physical limitations precluding heavy lifting and lifting 50 pounds.
- Good health, high moral character, good attendance record.
- Must be willing to obtain a valid Ohio Boiler Operators License (low pressure)
- Experience in all maintenance skills including, but not limited to, plumbing, electrical, heating systems (hot water, steam, forced air), and carpentry
- Ability to supervise employees and utilize the resources available

Main Job Tasks and Responsibilities

1. Establish a preventative maintenance program for the building and grounds to which the individual is assigned.
2. Demonstrate an ability and willingness to perform any and all maintenance duties necessary for effective building operation.
3. Demonstrate and promote good safety procedures.
4. Demonstrate an understanding of and compliance with any and all applicable regulations including, but not limited to, environmental health, fire and safety, and AHERA.
5. Maintain inventory records and make recommendations for needed supplies, equipment and repairs.
6. Custodians shall assist the building principal in promoting a safe and healthful school environment by performing the following duties:
 - Develop with the assistance of the principal a work schedule for himself/herself and all helpers in his/her building; keep a schedule or work according to a systematic plan for cleaning, heating, ventilating, and maintaining the building so that in case of absence a substitute may carry on the duties. After approval

by the principal, a copy of such timed work schedule shall be posted in the furnace room and one filed with the building principal. This schedule should not be varied except in cases of emergency or immediate need.

- Unlock front doors for opening of school and then locked at the tardy bell. Keep all doors leading to exits to fire escapes free from impeding material and all outside doors locked during school hours. See that all windows, outside doors and gates are properly closed and locked at night.
- See that the building is opened and closed for all scheduled activities.
- Help teach conservation of all supplies.
- Give special attention to the practice of economy and conservation in the use of electricity, fuel, and custodial supplies.
- Recommend to the administration needed maintenance supplies and equipment; help in the development of the annual budget by referring to the administrator, through proper procedures, all custodial and maintenance materials needed for the ensuing school term.
- Receive and sign for all janitorial supplies delivered to your building. The receipted delivery slips shall then be given to the bookkeeper.
- Requisitions and purchase orders are to be used for purchasing supplies and equipment. They shall be approved by the administrator and processed through regular school procedures.
- Keep an inventory of and be responsible for all tools, equipment and supplies assigned to the building.
- Be vigilant at all times and promptly report to the principal any defacement, damage, or injury done to school property, together with the name of the offender, if known.
- Make such ordinary repairs as do not require the services of a skilled mechanic. Materials for such repairs will be furnished by Summit Christian School.
- Supervise and assist in the care for the school grounds, buildings, fences, walks, shrubbery and shade trees on or about the school premises; mow the grass and weeds in the school yards and grounds adjoining the street; keep the lawns in good condition.
- Keep the buildings and premises clean. Sweep and cleanse daily the classrooms, hallways, offices, rest rooms, toilets and fixtures. Fumigate or disinfect them whenever and in whatever manner directed. Keep all lavatories with a sufficient supply of paper towels, hand soap, and toilet paper.
- Dust all furniture, woodwork, radiators, hand rails, banisters, blinds, etc., as often as it appears necessary; wash or dry clean all blackboards, white boards, and chalk troughs as needed. Pupils may assist in this latter task if properly supervised by the teacher or custodian.
- Thoroughly cleanses school building during Christmas break, spring break and summer vacations.
- Thoroughly service furnace, motors, ventilating and exhaust systems and other devices as often as needed to maintain such equipment in good working order.
- Cooperate with administrators, teachers, pupils, and community in developing a "good housekeeping" attitude on everybody's part.

- During the winter season, keep the steps and all walks about the premises free of ice and snow; sprinkle rock salt, ashes or sand on the sidewalks and steps when they are slippery; keep the same swept at all times.
- Periodically and thoroughly inspect buildings in regard to fire hazards; test fire alarms; be particularly careful in storing flammable materials; see that attics and other “out of the way” places are free from flammable dust and debris.
- Oversee the care and custody of the flags and be responsible for the proper preservation of the flags; raise the flags over the buildings in accordance with the laws of the State of Ohio and of the United States and upon instruction from the administration.
- Prepare with the aid of the building principal a summer work schedule.
- Assign and supervise the assistant custodians and other custodial help.
- Custodians shall be under the direct supervision of the building principal.
- Perform such other duties as may properly come within said position or be requested by the building administration.

Other Duties and Responsibilities: May include, but not be limited to those tasks listed below:

1. Demonstrate an ability to train new personnel with regard to the essential functions as well as additional functions of the job to which the individual is assigned.
2. Perform other such related duties as may be assigned from time to time by the immediate supervisors.

Education and Experience

- **minimum education level:** high school diploma or equivalent
- demonstrated effective time management
- proficient written and verbal communication skills
- prior experience highly recommended

Key Competencies

- professional dress and attitude
- servant’s heart
- steadfast spirit
- collaboration
- planning and organizing
- attention to detail
- information collection and monitoring
- problem analysis, solving and mediation
- confidentiality
- integrity
- initiative