Position Classification: **Custodian**
Full-Time
Non-Exempt FLSA

Immediate Supervisor: Facilities Manager

POSITION SUMMARY

Purpose:
Park Christian School is seeking a dedicated and reliable Custodian to help maintain a safe, clean, and welcoming environment for students, staff, families, and visitors. The Custodian plays an essential role in supporting the school's mission by ensuring that classrooms, common areas, offices, and school facilities are well-maintained and prepared for daily use. The ideal candidate demonstrates a strong work ethic, attention to detail, a servant's heart, and a commitment to supporting Christian education.

POSITION REQUIREMENTS

Required Personal Qualities:

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40
4. Is a regular attendee in good standing at a church that has a Statement of Faith in agreement with Park Christian School's Statement of Faith.
5. Is in whole-hearted agreement with Park Christian School's Statement of Faith and Christian philosophy of education.
6. Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers and with coworkers.
7. Abides by the Matthew 18 principle in dealing with students, parents, faculty, staff and administration.

Additional Personal Qualities:

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
2. Meets everyday stress with emotional stability, objectivity and optimism.
3. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste and in agreement with school policy.
4. Respectfully submits and is loyal to constituted authority.
5. Refuses to use or circulate confidential information inappropriately.
6. Knows and observes school policies and regulations.

7. Treats each person with respect and courtesy.

DUTIES AND RESPONSIBILITIES

Cleaning and Facility Maintenance

- Clean and sanitize classrooms, restrooms, offices, hallways, locker rooms, and common areas.
- Vacuum, sweep, mop, dust, and polish floors and surfaces.
- Empty trash and recycling containers and dispose of waste appropriately.
- Replenish restroom and cleaning supplies as needed.
- Clean windows, doors, and other facility surfaces.
- Set up and tear down tables, chairs, and equipment for school events, chapel, and activities.
- Daily set-up and cleaning of lunchroom commons.
- Assist with seasonal cleaning projects and deep-cleaning tasks during school breaks.
- Painting hallways and classrooms during the summer months.

Grounds and Building Support

- Monitor building conditions and report maintenance needs or safety concerns.
- Perform minor maintenance and repair tasks as assigned.
- Assist with snow removal, sidewalk maintenance, and grounds upkeep as needed.
- Help maintain building security by ensuring doors are secured and facilities are properly locked.

Safety and Compliance

- Follow established safety procedures and proper use of cleaning chemicals and equipment.
- Ensure compliance with health, safety, and sanitation standards.
- Respond promptly to spills, accidents, and facility-related emergencies.
- Help maintain a safe environment for students, staff, and visitors.

Team Collaboration

- Work cooperatively with school administration, teachers, coaches, and other staff.
- Support facility needs for athletic events, concerts, chapels, and special programs.
- Demonstrate flexibility and willingness to assist with various facility-related tasks.

QUALIFICATIONS

- High school diploma or equivalent preferred.
- Previous custodial or facilities maintenance experience preferred.
- Ability to operate custodial equipment and use cleaning products safely.
- Ability to perform physical tasks including lifting up to 50 pounds, standing for extended periods, bending, climbing, and repetitive movement.
- Ability to work independently and as part of a team.
- Dependable, punctual, and trustworthy.
- Positive attitude and commitment to excellent service.
- Strong work ethic and personal integrity.
- Ability to interact respectfully with students, staff, parents, and visitors.
- Supportive of the mission, values, and Christian philosophy of Park Christian School.

Physical Requirements

- Frequently walk, stand, bend, kneel, stoop, and climb stairs.
- Regularly lift and move equipment and supplies weighing up to 50 pounds.
- Work indoors and outdoors in various weather conditions.
- Safely operate cleaning equipment and maintenance tools.

Work Schedule

- Weekdays: 6:30am-3:00pm or 7am-3:30pm (school year hours)
- Summer hours similar but adjustments possible.

TERMS OF EMPLOYMENT:

- Work is 40 hours a week, year-round - hourly position
- Pay Range: $16.00-$18.00/hour, depending on experience and qualifications
- Paid Holidays
- Paid Vacation and Sick Time
- 401k Plan with Employer Matching Contribution
- HSA Savings Plan
- PCS Tuition Benefits for Staff Children
- PCS contribution to Health Insurance Premiums
- PCS paid Life Insurance
- Various other employee elected insurance options

Employees of Park Christian School are expected to conduct themselves in a manner that reflects Christian values and supports the mission of the school. The Custodian contributes to a Christ-centered educational environment by providing excellent stewardship of the facilities entrusted to the school's care. Park Christian School is committed to providing a safe and welcoming environment for all students and employees and seeks team members who support its mission of preparing students to think biblically, live wisely, and serve faithfully.