



**METRO CHRISTIAN ACADEMY  
JOB DESCRIPTION**

**JOB TITLE:** Custodian

**DEPARTMENT:** Facilities

**FLSA:** Non-Exempt

**CLASSIFICATION:** Full-time

**REPORTS TO:** Facilities Operations Manager

**DIRECT REPORTS:** None

**JOB SUMMARY:** Cleans and maintains the building to insure the neatness and cleanliness of the same.

**ESSENTIAL FUNCTIONS:**

**DUTIES:**

- Performs general and detailed cleaning and janitorial duties.
- Cleans, sweeps, vacuums and mops floors in classrooms, offices, halls, stairwells and restrooms; remove scuff marks, gum or sticky substances as needed.
- Cleans doors, which includes, but not limited to, glass, hand plate and door knob, in classrooms, offices, halls, stairwells and restrooms.
- Strips, mops and waxes floors, when needed or requested by your supervisor.
- Empties trash receptacles in classrooms, offices, halls, stairwells and restrooms; replace liner as needed.
- Cleans and sanitizes restrooms which includes, but not limited to, sinks, toilets, showers, mirrors, dispensers, fixtures, doors, and partitions, and replenishes supplies.

**OTHER RESPONSIBILITIES:**

- Performs the duties and responsibilities of an absent custodian as requested by the supervisor
- Assists with set up, break down and clean-up of various events/activities in/around the building.
- Assists with snow and ice removal as needed, and especially when school is not in session due to snow and inclement weather.
- Performs other related work as required

**MATERIALS AND EQUIPMENT USED:**

- General Cleaning Supplies and Equipment
- Ladder, step stool
- Mop, vacuum, broom, powered floor equipment
- Phone, walkie-talkie

**ESSENTIAL ATTRIBUTES:**

- Effective oral and written communication skills.
- Exemplary care in handling confidential matters.
- Excellent interpersonal and organizational skills.

**COMPUTER SKILLS:**

- Have access to an e-mail account and can send/receive electronic communications.

**REQUISITE KNOWLEDGE AND COMMITMENTS:**

- Knowledge of and ability to demonstrate Christian professionalism appropriate to Metro Christian Academy.
- Knowledge of and ability to uphold and to integrate Metro Christian Academy's Statement of Faith, mission, vision, motto, and ideal employee profile.
- Knowledge of cleaning practices, methods and techniques.

**OTHER SKILLS AND ABILITIES:**

- Ability to learn by method of on-the-job training including ability to follow instructions.
- Ability to use and maintain equipment and tools effectively and in a safe manner.
- Ability to maintain a safe and clean work environment with a high attention to detail
- Ability to work with others in a team environment and display good interpersonal skills.
- Ability to accept and evaluate correction
- Ability to achieve a background check free of violent and substance abuse incidents and successfully document a pre-employment drug screen without illegal substances.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Effective organizational skills to perform the essential functions of the job.
- Ability to respond to emergencies in a calm and effective manner.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

- High School Diploma, desired, or G.E.D., and
- One year experience working as a custodian, preferred, or
- Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

**LICENSES AND CERTIFICATIONS:**

- None

**PHYSICAL DEMANDS:**

- Ability to meet attendance requirements.
- Ability to read, write and communicate the English language.
- Ability to hear and interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to safely and responsibly operate equipment and machinery necessary to complete the essential functions of the position.
- Ability to move hands in a repetitive motion including grasping, holding and finger dexterity.
- Ability to display eye-hand coordination.
- Ability to visually inspect and distinguish colors.
- Ability to accurately measure or assemble at distance close to the eye.
- Ability to prepare and analyze figures.
- Ability to climb stairs, steps stools and ladders.
- Ability to carry, push, pull equipment and supplies necessary to complete the essential functions of the position.
- Able to do heavy lifting (up to 75 pounds).
- Able to perform tasks that require repetitive motions such as bending, lifting, climbing, kneeling, walking, reaching above shoulders and sitting.
- Able to work on an on-call basis/weekends as needed.
- The duties and tasks associated with this position could affect the safety and health of the employee and others and therefore this position is considered a safety sensitive position.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed indoors and occasionally outdoors where there may be physical discomforts associated with extreme temperatures, noise, dust, chemicals, fumes, dirt, and the like; frequent walking and/or standing, kneeling, bending, crawling or squatting relieved by lesser periods of sitting. Moderate amount of physical effort required associated with walking, standing, lifting, carrying objects (possibly greater than 75 lbs.), and performing the essential functions required for the position. Extreme noise levels and electrical hazards may be associated with mechanical equipment necessary to complete the essential functions of the position.

**STATEMENT OF PURPOSE:**

This job description should *not* be interpreted as all-inclusive. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description. The employee will be evaluated in part based upon performance of the tasks listed in this job description, as well as performance on other tasks as assigned. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either party may terminate employment at any time, for any reason.

As a partnering member of Metro Christian Academy, I have fully read, understand, and agree with each and all of the aforementioned statements in both the Statement of Faith and this job description, and I agree to receive, support, and provide instruction, discipleship, and day-to-day work that is consistent with Metro Christian Academy's Statement of Faith and this job description.