



Job Description for LWCS Custodian

Position Type	Non - Exempt
Compensation	Hourly
Supervisor	Facilities Manager
Primary Duties	Responsible providing custodial services at assigned location; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations, and assisting in preparing facilities for classroom activities and campus events.
Education Requirement	High School Diploma or G.E.D.
Experience	Job related experience is desired.
Physical requirements	The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness. Ability to lift 50 pounds.
Job Requirements	<ul style="list-style-type: none"> • Skills necessary to operate equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc. • Skills necessary to adhere to safety practices. • Knowledge of basic math and English spelling and vocabulary. • Knowledge of methods of industrial cleaning, safety practices, and procedures. • Able to work and communicate with a diversity of individuals. • Able to work with specific, job related data. • Able to utilize a variety of job-related equipment. • Able to adapt to changing work priorities. • Able to meet deadlines and schedules. • Able to work as part of a team. • Able to work constant interruptions. • Able to work under direct supervision using standardized routines. • Able to provide information and advise others.
Essential Function	<ul style="list-style-type: none"> • Adheres to the LWCS Board Policy Manual, ideal-employee profile, and employee handbook. • Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions. • Monitors activities in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) to maintain a safe area and prevent injuries.

	<ul style="list-style-type: none"> • Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, etc.) to ensure the proper functioning and usability of items. • Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) to complete and/or facilitate summer construction. • Prepares site for daily operations (e.g. unlocking doors, sweeping walkway, etc.) to ensure facilities are operational and hazard free. • Replenish office, classroom, and rest room supplies (e.g. paper towels, soap, etc.) to ensure adequate quantities for daily use. • Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) in order to take appropriate action or notifying appropriate personnel for resolution. • Responds to inquiries from staff, students, parents, and/or visitors in order to provide information, directing to appropriate personnel for resolution. • Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) in order to minimize property damage, equipment loss and/or potential liability. • Supports maintenance staff when needed to complete campus custodial and maintenance activities. • Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.
Equipment Used	<ul style="list-style-type: none"> • Office equipment, industrial cleaning equipment, common tools.

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