

## JOB DESCRIPTION

**JOB TITLE:**

**Custodian**

**SUPERVISOR/EVALUATOR:**

**Director of Maintenance**

**DESCRIPTIONS:**

**The Custodian will assist the Director of Maintenance in matters pertaining to cleaning/maintenance of the school.**

**QUALIFICATIONS:**

### Spiritual

The Custodian should exhibit the following:

1. Be a Christian believer and subscribe, without reservation, to the corporation's "Trinity Christian School Position on Denominational Issues Including Doctrine and Traditions" which includes the Statement of Faith, Vision and Mission Statements, and Philosophy of Education.
2. Demonstrate a conviction that God has called him/her to become involved in a Christian school ministry. (I Corinthians 7:21-24)
3. Demonstrate a consistent outward evidence of an inward Christian character. (I Timothy 4:12)
4. Maintain a regular and contributing involvement in a local Christ-centered church which believes in the authority of the Bible. (Hebrews 10:24-25)
5. Be convinced of the importance of prayer and a daily time of meditation in the Bible and actively pursue a relationship with God. (Psalm 42:1-2)
6. Demonstrate spiritual maturity and a teachable spirit. (Titus 2:2-8)
7. Have a workable knowledge of the Bible. (I Timothy 4:7)
8. Possess qualities of Christian leadership as recorded in I Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27; and Mark 9:35

### Positional Requirements

The Custodian should fulfill the following requirements:

1. Aptitude in cleaning and maintenance procedures as evidenced by education and/or experience.
2. Be supportive of school's purpose and policies.

### Physical Requirements

1. The person in this position needs to move regularly about inside and outside the school facility/grounds to access machinery, HVAC units, fire safety system, etc.
2. Occasionally operates a computer and other office productivity machinery.
3. Occasionally ascends/descends a ladder to service the lights, HVAC units, sprinkler systems, and ceiling tiles.
4. The person in this position frequently communicates with students, teachers, administration, and repairmen.
5. Occasionally must be able to detect electrical, gas, and sewer odors.
6. Frequently moves boxes and equipment weighing up to 50 pounds across campus for various classrooms and events.
7. Regularly works in outdoor weather conditions.

### Code of Ethics and Standards of Conduct

1. Each employee is instructed to be responsible for both the integrity and the consequences of his or her own actions.
2. Each employee must exhibit the highest standards of honesty, integrity, and fairness.
3. Employee conduct should be such as protects both the person's integrity and/or reputation of Trinity Christian School.
4. Employee shall perform his/her job in a competent and ethical manner without violating the public trust or applicable laws, policies, and regulations
5. All employees of Trinity Christian School are expected to exhibit exemplary conduct at all times. Not only should their lives bring honor and glory to the Lord at school but also in all places outside the school.

6. At no time should an employee engage in any activity that might become a stumbling block to students, parents, or others of the Christian community. (Proverbs 10:23, Proverbs 20:11, Romans 12:1-2, Ephesians 5:1-21, Philippians 1:27)
7. Employee will manifest, by precept and example, the highest Christian virtue of personal decorum, serving as a role model (I Tim.4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of liquor, tobacco, illicit drugs, and the use of vulgar and profane language (Colossians 3:17; I Thessalonians. 2:10; 5:18, 21-22; James 3:17-18) on school property, and during any and all school functions and trips.
8. The employee agrees that the Bible dictates standards of moral conduct and that moral misconduct violates the bona fide occupational qualification for employees to be Christian role models. The employee believes that biblical marriage is limited to a covenant relationship between a man and a woman and that the Bible outlines the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20; Genesis 2:21-24, Ephesians 5:22-33).
9. The employee adheres to the unique role of male and female as clearly defined in the Bible. (Romans 1:24-32) and understands deviation from Biblical standards is grounds for termination (Romans 12:1-2; I Corinthians. 6:9-20; Ephesians 4:1-11; 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3).
10. No employee shall be alone, in private (out of view of other individuals) with any student.

#### RESPONSIBILITIES:

The Custodian's responsibilities shall include, but not be limited to the following:

1. General Cleaning/Maintenance Duties
  - A. Assist the Director of Maintenance with cleaning and maintenance of the buildings which includes classrooms, bathrooms, the floors, carpets, windows, water fountains, lights, furniture, etc.
  - B. Assist the Director of Maintenance with setting up and tearing down for all church and school programs
  - C. Assist the Director of Maintenance with periodic cleaning of the gym floor and athletic facilities.
  - D. Assist the Director of Maintenance with summer painting and maintenance.
  - E. Assist the Director of Maintenance with opening and closing for athletic events and school programs.
  - F. Assist the Director of Maintenance with maintaining supplies as needed for cleaning and bathrooms.
  - G. Other duties as assigned.