



Legacy Christian Academy

Job Description – Custodial Assistant

(Part-Time Hourly, 20-25 hours per week, 12 month Employee)

Reports to: Maintenance Director

Primary Purpose:

The Custodial Staff along with other team members are responsible for maintaining the cleanliness and sanitization of the entire school. This position possibly interacts with all staff and faculty as well as on rare occasions.

Qualifications:

1. **Education, Training, and Experience:**

- Minimum requirement of a High School Diploma is desirable.
- A minimum of three years of experience is required in similar position which demonstrated the ability to perform duties listed below.

2. **Knowledge of:**

- Have a basic understanding of cleaning equipment and the ability to learn based in instructions provided. (examples are: vacuum, floor buffer, etc.)

3. **Skill and Abilities:**

- Lifestyle clearly demonstrates a strong and visible Christian faith
- Strong attention to detail
- Strong customer service skills
- Create a positive atmosphere by example: appearance, language, enthusiasm, and respect for others
- Implementing who we are in all we do: Christ, Curriculum, Character
- Must be able to use personal device to record time worked.
- Ability to work good independently or with other team members.

Duties and Responsibilities include but not limited to:

- Daily cleaning assigned areas which will consist of vacuuming, mopping, dusting, and removing trash.
- Daily sanitizing assigned areas which consists fogging and wiping down surfaces.
- Daily mix cleaning or sanitizing solutions needed to perform duties.
- Annually shampooing of carpets as well as stripping and waxing floors.
- Must use personal protection gear as required or needed. (i.e. gloves, mask, safety belt for lifting)
- Keep custodial work closets in a neat and tidy fashion.
- Notify Maintenance Director when additional supplies are needed.
- Notify Maintenance Director if facilities were found unlocked or unarmed.
- All other assigned duties.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee, Printed Name

Head of School, Printed Name

Employee, Signature

Head of School, Signature

Date

Date