

LYNDEN CHRISTIAN SCHOOL

High School Custodian

Job Description

General Statement

The High School Custodian is responsible to the Head Custodian and the principals of the areas of assignment he/she is to work in accordance with the policies and regulations that have been developed by the Buildings and Grounds Committee, School Board and Administration.

The High School Custodian is responsible for providing quality performance of duties and does so in a spirit of respect and cooperation with all employees and students of Lynden Christian Schools. He/she is also responsible for soliciting the same performance from his staff; providing Christian leadership and encouraging respect and cooperation.

I. General Tasks and Responsibilities.

- A. Be responsible for the general cleanliness, maintenance of equipment and facilities, and safety of the High School Building ("Building").
- B. Be responsible for the Building, equipment, and set-up and take down tasks necessary to carry out the programs and operations of the schools (Chapels, programs, special events, etc.)
- C. Secure the Building and access gates by 4:00pm daily.
- D. Insure that the HV AC, plumbing, electrical, and fire alarms systems are in proper working order. Report problems to the Head Custodian and participate in remedies.
- E. Sweep hallways after recesses and when needed.
- F. Keep restrooms supplied.
- G. Remove snow and ice when necessary.
- H. Remove debris from roofs, gutters, and other areas as needed.
- I. Be aware of use of fire alarm and prevention equipment. Be aware of and prevent fire hazards.
- J. Be aware of and eliminate other hazards to the student population. Be prepared for emergency situations and assist in resolution.
- K. Empty garbage in the Building.
- L. Clean-up any "special" situations or problems in the Building.
- M. Clean windows and door glass regularly.
- N. Keep trash can areas clean and sanitary.
- O. Be responsible for maintaining "Green" cleaning program.

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- P. Be responsible for recycling in the Building.
- Q. Scrub or strip and refinish floors and clean carpets in the Building at Christmas and Summer break with assistance. Deep clean schools during summer break with assistance. Supervise the assistants.
- R. Be responsible for milk cooler.
- S. Assist when needed at special events, athletic events, and other programs. Additional pay may be appropriate as established by Buildings and Grounds committee.
- T. Perform additional work when needed that is not covered by Utility and late shift custodians. (Spot mopping, extra clean-up, staff restrooms, extra garbage removal, etc.)
- U. Keep the Building in general in good repair and clean.
- V. Provide teachers with equipment necessary for them to participate in the cleanliness of the school.

II. Supervisory Responsibilities

- A. Be responsible for overseeing the duties of the Utility Custodian in the Building.
 - i. Monitor workmanship.
 - ii. Inform of special events and special help needs in advance.
 - iii. Insure Utility Custodian is aware of chapel, game, and program set-up responsibilities.
 - iv. Provide equipment and supplies necessary to do work.
- B. Be responsible for late shift custodian/company.
 - i. Monitor workmanship.
 - ii. Specify duties and communicate with custodian/company.
Duties include cleaning floors 2-3 times weekly in the Building, cleaning restrooms, emptying garbage, and other duties deemed necessary.
 - iii. Resolve conflicts and problems with help of Head Custodian.
 - iv. Evaluate the position regularly.
- C. Keep equipment in good repair and supplies in stock.
- D. Perform preventative maintenance and communicate regularly with the Head Custodian regarding needs and opportunities.

III. Other

- A. Monitor the exteriors and lawns around the building and report problems and needs to the Head Custodian.

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- B. Be available and willing to perform other duties that are necessary for the operation of Lynden Christian Schools.
- C. Communicate with teachers, staff, and administrators regarding their needs and problems and work with them to resolve any issues.
- D. Assist in evaluations of other custodians, sweepers, and summer help.

This is not a comprehensive job description meant to cover all possible duties. Duties and responsibilities may be added or subtracted as necessary to maintain the campus in an efficient manner. Other projects and jobs may be assigned outside the scope of this job description when necessary.