



Lynden Christian Schools

Job Description

POSITION TITLE: Custodian and Maintenance Technician

RESPONSIBLE TO: Plant Supervisor

POSITION FTE: 1.00 FTE or .50 FTE custodian and .50 FTE Maintenance Technician (job share).

POSITION SUMMARY: This position is responsible for the custodial care and maintenance for the elementary, middle, and high schools' buildings as needed. The general work hours will be from 12 pm to 8 pm when school is in session. During Christmas break, spring break, and summer break; hours will be 7 am to 3 pm.

CHARACTER PROFILE:

- Model a commitment to the Lord Jesus Christ, to Christian Education, and to the mission of Lynden Christian.
- Encourage the mission of Lynden Christian by providing quality performance of duties in a spirit of respect and cooperation with all employees and students.
- Providing Christian leadership and encouraging respect and cooperation.

BASIC RESPONSIBILITIES (include but not limited to):

Custodial Duties:

- Main Buildings: perform cleaning and related activities; handle recycling; other assigned duties
- Fitness Center: cleaning the building and monitoring its equipment
- Gymnasium/Lobby/Corridors: clean and maintain the lobby and corridors, including the restrooms.
- Assist elementary and middle school custodians with cleaning duties not performed during the school day; floor cleaning, minor repairs, other duties as needed.
- Locker Rooms/Bathrooms/Offices: clean facilities; handle recycling and garbage removal; auto scrub as needed; stock locker rooms and bathrooms

Maintenance Duties:

- Assist supervisor to develop and implement a comprehensive and preventative maintenance program for all buildings.
- Grounds: gutters, roofs, exterior lighting, fencing, out buildings
- Grounds: secure buildings for the evening hours, checking windows/doors/gates.
- Building: minor electrical, plumbing, HVAC filter replacement, equipment and furniture repair, preventative care on equipment.
- Assist with special program and event setups, game setups, as well as some rental supervision; help with summer deep cleaning and floors at Christmas break.

OTHER

- Be available and willing to perform other duties that are necessary for the operation of Lynden Christian School.
- Be aware of use of fire alarm and prevention equipment. Be aware of and prevent fire hazards.
- Remove snow and ice when necessary.
- Be aware of and eliminate other hazards to the student population. Be prepared for emergency situations and assist in resolution.
- Clean-up any “special” situations or problems in the buildings.
- Keep equipment in good repair and supplies in stock.
- Communicate regularly with the Head Custodian regarding needs and opportunities.

REQUIREMENTS:

- Maintenance and repair experience necessary
- Team player
- Willingness and ability to learn computer programs and commercial cleaning practices
- Attention to detail and strong organizational skill
- Work well independently and possess initiative
- Flexible and adaptable to various work situations

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.