



Job Description

Position: Head Custodian

General Purpose

Support the educational programming at Summit Christian School by ensuring that the building is clean, well maintained, and operates efficiently and economically. Duties will be performed in accordance with the high expectations, mission, and vision of Summit Christian School.

Position Term and Evaluation

This position commences on August 1 and concludes on July 31. The position is renewable pending the results of a performance evaluation that will be completed by the head of school.

Qualifications

- Shall be in good physical condition with no physical limitations precluding lifting up to 50 pounds.
- Good health, high moral character, good attendance record.
- Experience in all maintenance skills including, but not limited to, plumbing, electrical, Heating/cooling systems, and carpentry.
- Ability to supervise employees and utilize the resources available.

Main Job Tasks and Responsibilities

1. Adhere to a preventative maintenance schedule for the building and grounds.
2. Demonstrate an ability and willingness to perform all maintenance duties necessary for effective building operation.
3. Demonstrate and promote good safety procedures.
4. Demonstrate an understanding of all applicable regulations including, but not limited to, environmental health, fire and safety, and AHERA.
5. Maintain inventory records and make recommendations for needed supplies, equipment, and repairs.
6. Assist the head of school in promoting a safe and healthy school environment by performing the following duties:
 - Develop, with the assistance of the head of school, a work schedule for himself/herself and all helpers in the building; keep a schedule for a systematic plan for cleaning, heating/cooling, ventilating, and maintaining the building so that in case of absence a substitute may carry on the duties. After approval by the head of school, a copy of the work schedule shall be posted in the boiler room and one filed with the building head of school. This schedule should not be varied except in cases of emergency or immediate need.
 - Keep all doors leading to exits to fire escapes free from impeding material and all outside doors locked during school hours. See that all windows, outside doors, and gates are properly closed and locked at night.

- See that the building is opened and closed for all scheduled activities.
- Recommend to the head of school needed maintenance supplies and equipment.
- Receive/sign for all custodial supplies shipments.
- Keep an inventory of and be responsible for all tools, equipment, and supplies.
- Promptly report to the head of school any defacement, damage, or injury done to school property.
- Make such ordinary repairs as do not require the services of a skilled tradesman or mechanic. Materials for such repairs will be furnished by Summit Christian School.
- Supervise and/or assist in the care for the school grounds, buildings, fences, walks, shrubbery, and shade trees on or about the school premises.
- Oversee and assist in the daily cleaning of the building.
- Prepare a schedule for and oversee the thorough cleaning of the school building during Christmas, spring, and summer vacations.
- Assist maintenance companies as needed with the regular service of heating/cooling systems, motors, ventilating and exhaust systems, and other devices.
- During the winter season, keep the steps and all walks about the premises free of ice and snow. Keep these areas swept in other seasons.
- Periodically inspect building for fire hazards.

Other Duties and Responsibilities: May include, but not be limited to those tasks listed below:

1. Train new custodial personnel.
2. Perform other duties as assigned by the head of school.

Education and Experience

- **minimum education level:** high school diploma or equivalent
- demonstrated effective time management
- proficient written and verbal communication skills
- prior experience highly recommended