



JOB DESCRIPTION

Vacaville Christian School - Maintenance Custodian

Summary of Position: The Maintenance Custodian will join the maintenance team to service the VCS Campus. With direction from the Facilities Manager, this position will perform and provide quality custodial services to maintain the cleanliness of VCS.

Supervisor: Facilities Manager

Hours of work: Typical work hours 8:00 am to 4:30 pm, available from 6:00am to 6:00pm most days, may include some nights and weekends.

Position Classification: Non-Exempt, Calendar C

Duties & Responsibilities:

1. Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
2. Perform routine maintenance to custodial equipment and supplies
3. Performs routine scheduled cleaning of campus to include, brooming, washing, and power washing
4. Empties trash receptacles, disposes of trash into compactors and or dumpsters, and bags trash for proper disposal.
5. Set up and tear down of tables, chairs, stages, etc. for campus events
6. Unlocks doors, ensure doors are locked after cleaning areas
7. Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels
8. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of campus safety and environmental practices.
9. Performs cleaning functions for specific seasonal and project requirements
10. Perform janitorial related help desk items in need of repair and replacement
11. Collaborate with the Facilities manager on special projects
12. Work closely with Facilities Manager to develop skills
13. Other tasks as assigned

Personal Qualifications:

1. Affirms that, as part of the qualifications for this position, he/she is a follower of Jesus who knows the Lord Jesus Christ as Savior.
2. Demonstrate a strong passion to uphold the Vision, Mission, Educational Objectives, Statement of Faith, Doctrine, and Core Values of Vacaville Christian Schools.
3. Represent the school in a favorable and professional manner to the school's constituency and the general public.

4. Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
5. Ability to move about the school building(s) and campus. Employment-related reasonable accommodation for qualified individuals with disabilities will be provided where the accommodation does not pose an undue hardship (reference the Employee Handbook).
6. Ability to follow the Matthew 18 Principle in dealing with leadership, faculty, administration, and parents.

Competencies & Skills:

1. Must be able to solve problems and work independently while meeting deadlines
2. Valid driver's license and good driving record
3. Ability to read and comprehend simple instructions, short correspondence, and memos.
4. Ability to write simple correspondence.
5. Ability to apply common sense, understand and carry out detailed but uninvolved written or oral instructions. Ability to research, compile information and analyze facts and make recommendations based on information.

Physical Demands and Work Environment:

1. While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Must be able to use construction tools required of the job. Must be able to climb ladders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and risk of electric shock. The noise level in the work environment is usually moderate. The work environment characteristics described represents those an employee encounters while performing the essential functions of the job.

Educational Requirements

1. HS Diploma or GED

Reports to:

- *Facilities Manager*

Acknowledgement

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties, or accountabilities that are required of the employee for this position. Duties, accountabilities and activities may change at any time with or without notice.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, competencies, qualification and duties of the position.