

POSITION DESCRIPTION
<p>Job Title: Custodian</p> <p>Department: Facilities and Operations</p> <p>Reports To: Head Custodian</p> <p>Type of Position: Half-time/hourly</p> <p>Hours: Hours worked are primarily in the late afternoon and evening.</p>
POSITION SUMMARY
<p>General Job Description: Perform routine cleaning of school facilities including floors, walls, doors, restrooms, walkways, entrances, and furniture; monitors the building for damage, participates and/or recommends preventive maintenance measures to supervisor.</p>
GENERAL JOB QUALIFICATIONS
<p>Must obtain CPR and First Aid Training certificates. Physical ability to adhere to safety regulations. Willingness to adhere to Crosspoint Christian School policies.</p>
EVALUATION
<p>Performance of this job will be evaluated at scheduled intervals</p>
ESSENTIAL DUTIES AND RESPONSIBILITIES
<p><i>Essential Duties and Responsibilities include the following. Other duties may be assigned.</i></p> <ol style="list-style-type: none"> 1. Participates in necessary painting as requested. 2. Perform minor repairs to plumbing, as needed, or assigned. 3. General maintenance of school grounds. Use of equipment in the building as needed (mowers, etc.) 4. Assists in snow/ice removal. 6. Participates in general cleaning and maintenance of school facility. 5. Observe any areas that are unsafe or in need of maintenance and report to the head custodian or immediate supervisor. 6. Assumes responsibilities for general security of the building. 7. Assumes responsibilities for general fire safety of the building. 8. Performs emergency repair or cleaning services as necessary. 9. Follows the individual cleaning schedule as outlined by the head custodian, maintenance supervisor, and/or the building principal. 10. Assists in providing facilities and equipment for student and adult activities, as assigned. 11. Assumes duties of absent custodians, as assigned. 12. Work cooperatively under the immediate supervision of the custodial supervisor and/or building principal.
QUALIFICATIONS
<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Language Skills Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.</p> <p>Mathematical Skills Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.</p> <p>Reasoning Ability Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.</p> <p>Other Qualifications Maintains a clear criminal background</p>
SUPERVISORY RESPONSIBILITIES
<p>This job has no supervisory responsibilities.</p>

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Public Relations Competencies

Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and general public.

Interpersonal Skills Competencies

Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Communication Competencies

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork and Organizational Support Competencies

Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed; volunteers readily; asks for and offers help when needed; follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; prioritizes and plans work activities; attends scheduled staff meetings; uses time efficiently.

Faith and Ethics Competencies

Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values; promotes a harassment-free environment; regularly attends church; demonstrates Christ-like character; seeks out opportunities to minister to others.

Professionalism Competencies

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; follows through on commitments; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Quality Competencies

Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security Competencies

Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality/Dependability

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL REQUIREMENTS OF JOB

LIFTING

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs					
11-20 lbs					
21-50 lbs					
51-75 lbs					
76-100 lbs				x	
>100 lbs					

Maximum amount lifted by worker without assistance: 75 lbs .

CARRYING

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs					
11-20 lbs					
21-50 lbs				x	
51-75 lbs					
76-100 lbs					

>100 lbs					
Maximum amount carried by worker without assistance: 50 lbs.					
PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs					
11-20 lbs					
21-50 lbs				x	
51-75 lbs					
76-100 lbs					
>100 lbs					
Maximum weight of object pushed/pulled by worker: 50 lbs .					
Distance: 20 yards Type of Surface: level tile or vinyl					
ENVIRONMENT (WORK CONDITIONS)					
Works inside 75 % of time.			Works outside 25% of time.		
Temperature Extremes: X <input type="checkbox"/> Yes <input type="checkbox"/> No 10 ⁰ -105 ⁰			Works on or around moving machinery or mechanical parts: X <input type="checkbox"/> Yes <input type="checkbox"/> No		
OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop					X
Twist					X
Crouch/Squat					X
Kneel					x
Crawl		x			
Walk-level surface					x
Walk-uneven surface			x		
Climb Steps				x	
Climb Ladder		x			
Work at Heights		x			
Reach at or above shoulder				x	
Reach below shoulder				x	
Use of Arms					x
Use of Wrists					x
Use of Hands					x
Grasping/Squeezing		x			
Operate Foot controls		x			
ENDURANCE					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Sitting		x			
Standing					x
Walking					x
Change positions					x

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable. (Admin/Crosspoint/HR/JobDescriptions)