



ALLENDALE CHRISTIAN SCHOOL

Head Custodian of Building and Grounds

I. INTRODUCTION

- A. **Mission (Purpose and Function):** The Head Custodian is an important part of the operation of Allendale Christian School. They play a role in creating and maintaining a positive view of Allendale Christian within the community and constituency. Like all staff, the Head Custodian represents ACS and must reflect the Mission Statement in their work, actions, and words. This person will be in charge of the regular upkeep and care of the school building, groundskeeping and outdoor maintenance, cleanliness of property, and special setup for events on the ACS property.
- B. **Responsible to and evaluated by:** Head of School

II. QUALIFICATIONS & REQUIREMENTS

A. Qualification

- Personal relationship with Jesus Christ and committed to Christian education, including having any school-aged dependents attending a Christian School
- Ability to relate to adults and students with warmth and understanding
- Ability to work cooperatively with other staff
- Ability to clean and maintain facilities, provide maintenance and general repairs efficiently and effectively
- Ability to coordinate more significant maintenance and repairs
- Ability to communicate clearly with contractors, supervisors and colleagues.
- Self-starter, ability to work without close supervision
- In good physical health – able to use cleaning equipment including heavy machinery, do moderate lifting and occasional overhead work, get up and down easily to clean, occasionally climb a ladder, and perform other necessary tasks

B. Requirements

- Education/Experience: High school diploma or GED and some experience in semi-skilled and skilled building and equipment maintenance, housekeeping, janitorial, and custodial work.
- Criminal Background and FBI Check: A background check will be performed.
- Certificates, Licenses and Registration: Possess valid driver's license with satisfactory driving record. Ability to obtain a CDL (commercial driver's license) with passenger endorsement may be required.
- Physical Demands: The physical demands described here are representative of those that must be met by the facilities manager to successfully perform the duties of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to reach with hands and arms. There is a considerable amount of walking involved with this job. The employee is required to stand and sit, use hands to handle objects or controls; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and move up to 25 lbs and occasionally lift more than 50 lbs. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

III. DUTIES AND RESPONSIBILITIES

A. Cleaning

- This shall include all areas of the building, contents, grounds, and other areas or items at the direction of the Head of School.
- Keep all facilities and equipment, as well as the grounds, in excellent condition so that our parents, teachers, students, and community take pride in helping maintain them in such condition.
- Create and implement a schedule for the cleaning of the building and grounds.
- Supervise part-time janitorial cleaning crews. Review the quality of the work and address any concerns with that work.
- Work with the Head of School and office staff to order supplies, equipment, and services.

B. Maintenance

- This shall include all regular and routine maintenance of the building and equipment, and repairs as time and competency permits.
- This shall include general maintenance of the structures on the grounds, as well as the grounds themselves, inclusive of the wooded areas.
- Be familiar with all areas associated with general maintenance of the building, with all maintenance equipment, and all mechanical systems in the school.
- Ensure compliance with the state/county (i.e. boiler inspection, fire suppression, life safety devices, etc.). This will happen in consultation with the Head of School and Administrative Assistants.
- Attend any necessary trainings on the use and maintenance of school equipment.
- Obtain quotes for larger maintenance and repair jobs, with approval from the Head of School.
- Work with Head of School to schedule seasonal maintenance contractors (lawn care, snow removal, etc.).

C. Preparation

- This shall include all curricular, co-curricular and rental activities of the ACS building and grounds.
- Athletic competition preparation is completed in cooperation with the Athletic Director.
- Frequently check the master calendar, and communicate with the office staff, to be aware of events that need preparation.

D. Protection

- This shall include securing (lock, check) the building, contents and grounds.
- This shall include a daily visual check of windows and entry/exit doors.
- Be familiar with the security camera system.
- Will be a member of the ACS Emergency Response Team.
- Assist with safety drills, as needed, throughout the school year.

E. General: Other tasks not listed here may be assigned as necessary

F. Shall assume any other responsibilities as assigned by the Head of School.

IV. WORK TIME and COMPENSATION

A. Work period

1. August 1 through July 31
2. Hours will be discussed with Head of School, and may be changed as warranted, especially with different seasons (ex. – earlier start time for sidewalk snow removal)
3. Occasional nights and Saturdays will be required as well.
4. Vacation time will be taken in conjunction with days off in the school schedule unless pre-approved by the Head of School. Paid vacation will follow the school policy book.
5. Medical/sick days and paid holidays will be paid in accordance with the school policy book.
6. Custodian will notify Head of School for vacation days or medical/sick days.

B. Remuneration: Contractual Salary as determined by Head of School and Board of Trustees