

Title:	Custodian - Level II
Primary Supervisor:	Maintenance Supervisor
Reports to:	Principal or designee
Direct Collaborators:	Principal, Director of Operations, Early Childhood Director, Board of Christian School, Board of Trustees

Purpose: Valued member of Trinity Lutheran Church & School staff responsible for assisting with the upkeep, daily cleaning, and light maintenance of the church and school facility and grounds. This role involves, but not limited to, performing a range of tasks to ensure the safe, functional, and aesthetically pleasing condition of the school environment by ensuring that the facilities are well-maintained and in good working order. When assistance is needed this position will also perform light maintenance work alongside the Maintenance Supervisor.

Appointment: The hiring process will include input from the Maintenance supervisor, Director of School Operation, Principal, Trustee and Christian School Boards. The Personnel Committee will review and approve recommendations.

Qualifications:

- High school diploma or equivalent
- Experience in building and grounds cleaning and upkeep
- Ability to perform manual work with minimal supervision
- Familiarity with computers related to maintenance and inventory
- Familiarity with OSHA, material safety data sheets (MSDS), DHS regulations
- Possess a valid State of Iowa driver's license and be able to drive
- Professional attitude, dependable, reliable, and excellent work ethic
- Experience in general custodial duties

Physical Qualifications:

Role requires

- prolonged sitting or standing,
- physical exertion to manually move, lift, carry, pull, or push heavy objects or materials,
- stooping, kneeling, crawling, bending, turning, and reaching, and
- climbing and balancing.

And must be able to work

- indoors and outdoors year-round,
- in noisy and crowded environments,
- in and around dust, fumes, and odors, and
- in high places.

General Duties and Performance Responsibilities:

1. Safety: Ensure the school is safe for students and staff; identify and report safety issues
2. Custodial duties: cleaning all areas of school building and cleaning or lite maintenance assistance at the church, parsonage, and rental property as assigned by the maintenance supervisor.

3. Perform duties assigned by the Maintenance Supervisor and/or administration.
4. Substitute work: Act as a substitute custodian when necessary

Adheres to Core Values:

TLS focuses on the following core values for our students, and has the same expectations for our staff:

- Respectful - Treats others with dignity, agrees to disagree when appropriate, and uses good manners
- Responsible - Fulfills expectations, accountable for own actions, and proactively solves problems
- Strong Work Ethic - Reliable, dedicated, and performs at one’s best throughout the school year
- Integrity - Honest, truthful, and does the right thing even when no one is looking
- Grateful - Projects a positive attitude, thoughtful with praise, and serves with humility and joy
- Compassionate - Kind, acts from love, and cares deeply for others

Function Statements (Specific Duties and Performance Responsibilities)

List of activities and tasks common to role:

- Performs:
 - sweeping, mopping, scrubbing, or vacuuming of floors
 - trash removal
 - sanitation of bathrooms
 - restocking supplies and equipment
 - Assist with outside cleanings (leaf blowing, sweeping, snow removal and de-icing)
 - cafeteria cleaning (checklist)
 - classroom cleaning (checklist)
 - common area cleaning (checklist)
 - Assist with lite maintenance projects, as needed.

Evaluation:

Performance will be evaluated annually by the Maintenance Supervisor and School administration, in accordance with performance policy.

Days of Employment: 12-month, full-time; set hours with the option for pre-approved flextime

Salary: Provide range or state ‘Commensurate with Trinity Church and School’s salary matrix.’

Initial Adoption Date:	
Date of Last Review:	
Date of Last Revision:	