

<b>Title:</b>	Custodian - level I
<b>Primary Supervisor:</b>	Maintenance Supervisor
<b>Reports to:</b>	Director of School Operations
<b>Direct Collaborators:</b>	Principal, Early Childhood Director, Board of Christian School

**Purpose:** Valued member of Trinity Lutheran Church & School staff responsible for assisting with the upkeep, daily cleaning 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 facilities and ensuring that the facilities are well-maintained and in good working order.

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

### **Qualifications:**

- High school diploma or equivalent
- Experience in building upkeep and general cleaning
- Ability to perform manual work with minimal supervision
- 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
3. Perform duties assigned by Maintenance Supervisor, Director of School Operations
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
  - cafeteria cleaning (checklist)
  - classroom cleaning (checklist)
  - common area cleaning (checklist)

### **Evaluation:**

Performance will be evaluated annually by the Maintenance Supervisor and Director of School Operations, 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.'

<b>Initial Adoption Date:</b>	
<b>Date of Last Review:</b>	
<b>Date of Last Revision:</b>	