



JOB DESCRIPTION

JOB TITLE:	Custodian
DEPARTMENT:	LCS Business Administration
REPORTS TO:	Operations Manager
STATUS:	Full Time - School Year

JOB SUMMARY:

Responsible for maintaining, cleaning, and disinfecting all areas of a facility. Perform basic cleaning, sanitation, and minor maintenance of an assigned building and associated grounds including sweeping, mopping, vacuuming, dusting, polishing, trash removal, filling of supplies, etc. Secure facility at all times to ensure a safe school and working environment. Provide high level customer service for school events and community activities including set-up/clean-up. This is a 7.5 hours per day position, Monday through Friday.

Nature and Scope

The Custodian works independently following standardized routines under general supervision primarily at a single location. The nature of the work requires adherence to policies, procedures, and regulations. The incumbent interfaces and problem-solves with school administrative staff, teachers, colleagues, students, and visitors. Because this job involves frequent interaction with students, the position requires a high level of professional decorum, calmness, and ability to act as a role model to young people. The incumbent can expect to receive guidance from the Senior Custodian.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform custodial duties such as cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal from classrooms, offices, cafeterias, computer labs, break rooms, bathrooms, locker rooms, hallways, entryways, gymnasiums, and other areas of a facility including exterior grounds.
- Interact with and assist students, staff, visitors and groups during and after regular school hours to ensure needs are met regarding building care and use.
- Place signage to signal wet floors during cleaning or to show any other form of safety situation in the surroundings.
- Ensure assigned cleaning tasks are executed in a timely and orderly manner.
- Work as part of a team to execute cleaning duties and to make sure that standards (of neatness/cleanliness) are maintained.
- Report facility preventative maintenance and repair requirements to the supervisor (which have been noticed while carrying out daily duties) to ensure proper working order and appearance.
- Prescribe appropriate cleaning materials and products needed for disinfecting and sanitizing the entire building according to the organization's standards.
- Complete proper cleaning logs and records that show areas of the building that have been cleaned.
- Clean and sanitize restrooms and ensure the availability of necessary supplies.
- Respond to emergency situations for cleaning and or safety assistance such as spills or facility damage as



requested by school staff or the other Custodial staff.

- Routinely follow proper cleaning procedures and use proper chemicals and cleaners safely, productively, and according to directions given in training.
- Routinely use and operate cleaning equipment and tools safely and in accordance with the training instructions provided. Learn and utilize new tools and technologies as needed by the School.
- Attends training courses as required and responds to instructions both on the job and in training classes.
- Assists other custodial staff in other matters of cleanliness and ongoing minor building maintenance.
- Keep organized, clean and well stocked cleaning supply closets, monitor supplies and advise when necessary supplies need ordering.
- Carry out extra cleaning duties as ordered or instructed by supervisors.

Academic/Educational Requirements:

- High school diploma or equivalent;
- Workplace Hazardous Materials Information System (WHMIS) training or willingness to take training;
- Building/Company cleaning experience an asset;
- Basic computer skills;
- First Aid training, or willing to take training;
- Able to communicate effectively (written and spoken) in English.

Additional Qualifications/Skills:

- Desire to keep a clean and safe workplace;
- Excellent safety attitude and record;
- Ability to maintain an awareness of safe work practices;
- Ability to multitask and maintain and follow a daily/weekly routine and cleaning schedule;
- Good organizational and interpersonal skills;
- Ability to work effectively as a team member and with limited supervision;
- Ability to interact positively with staff and students during the school day;
- Ability to work independently and as part of a team;
- Good communication skills and ability to follow instructions;
- Physical ability to perform job duties, including lifting and moving heavy equipment and standing for extended periods of time; ability to be mobile most of the day, and ability to lift at least 25 pounds;
- Demonstrate ability to initiate needed tasks, suggest procedural improvements, and manage tasks with an overall view of the organization;
- Flexibility to work evenings or weekends, as needed.



Other Requirements:

Affirm and fully support Christian Education environment and the mission and vision of Linden Christian School;

- Willing to participate in school wide chapel and worship events, All Staff Meetings and staff prayer meetings;
- Be willing to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment and demonstrate confidentiality relating to all school issues;
- Provision of a Criminal Record Check and Vulnerable Sector/Child Abuse Registry Check

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.