



Job Description

Position Title: Custodian

Purpose of Position

The Custodian is responsible for fulfilling the mission of Des Moines Christian School by cleaning and maintaining the facility.

Position:

- Full-time, daytime hours
- Calendar Year
- Hourly, At-will employee

Reports To: Property Manager

Evaluated By: Property Manager

Direct Reports: None

Salary Scale/Pay Grade: Custodian

Qualifications:

- High School Diploma or GED
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.
- Six months experience in janitorial or light building maintenance or equivalent combination of training
- Ability to lift 50 pounds

Professional Profile:

- Committed to the mission of DMCS
- Possesses a strong work ethic
- Characterized by integrity
- Maintains confidentiality
- Maintains a high level of attendance and is punctual
- Models Christ-like behavior in word and behavior both in and out of the office
- Possesses ability to follow directions and work independently
- Works with staff in other departments as a team player

Responsibilities:

- Sweeps, scrubs, mops, and waxes floors
- Vacuums and shampoos carpets
- Cleans restrooms according to schedule
- Washes windows and glass doors
- Empties and clean trash receptacles daily
- Picks up litter in and around the building

- Cleans and maintains equipment
- Unclogs drains
- Changes light bulbs
- Makes minor repairs
- Replenishes cleaning and restroom supplies
- Move furniture (desks, chairs, and lunchroom tables)
- Cleans sidewalks of snow, ice, and debris
- Reports necessary repairs
- Mows grass as needed
- Paints parking lot lines
- Performs light maintenance as needed
- Performs other related duties as assigned by Property Manager

Date: _____

Signatures: _____
Custodian

Property Manager