

Position Description

Qualifications:

- Born-again Christian
- In agreement with the DMCS Statement of Faith
- Active member/regular attendee of an evangelical church
- High School Diploma or GED
- Experience in janitorial or light building maintenance preferred
- Ability to lift 50 pounds

Position:

- Half-time – calendar year
- Evening and weekend hours
- Hourly, at-will employee

Reports To: Building and Grounds Supervisor

Direct Report: None

Personal Profile for all DMCS Employees:

- I. Committed to growth in the development of a Biblical Worldview
 - Displays a spiritually mature Christian role model in attitude, speech, and actions
 - Meets everyday stress with emotional stability and optimism
 - Displays a friendly, approachable, courteous, flexible, and self-controlled attitude
- II. Committed to Christ-centered education and the mission of DMCS
 - Understands the importance of this position in fulfilling the mission of the school
 - Submits and is loyal to authority with a teachable spirit
 - Represents the school in a favorable, professional manner
 - Loves children and serves with joy and energy
 - Committed to hard work and desires to meet or exceed expectations
 - Demonstrates the capacity to initiate and support change that improves the excellence of the organization
 - Possesses a strong work ethic
 - Must be able to follow directions and work independently

Professional Profile:

- Maintains confidentiality
- Takes initiative
- Uses proper English in written and oral communication
- Works with staff in other departments as a team player

Responsibilities:

Cleaning

- Sweep, scrub, mop, and wax floors
- Vacuum and shampoo carpets
- Clean restrooms
- Wash windows and glass doors
- Empty and clean trash and recycling receptacles
- Pick up litter in and around the building
- Replenish cleaning and restroom supplies
- Clean and maintain equipment

Repairs and Maintenance

- Unclog drains
- Report or complete necessary building and equipment repairs
- Move furniture (desks, chairs, and lunchroom tables)
- Paint
- Property Maintenance: landscaping, mowing, snow removal

Other

- Secure classrooms, offices, and building entrances as part of closing
- Set up for DMCS events or rentals
- Site supervisor for evening events
- Set and achieve annual performance goals with supervisor
- Perform other related duties as assigned by Building and Grounds Supervisor

Evaluated annually by the Building and Grounds Supervisor

Date: _____

Signatures: _____

Custodian

Supervisor of Building and Grounds

