

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
- Six months experience in janitorial or light building maintenance preferred
- Ability to lift 50 pounds
- Supervisor experience preferred

Position:

- Full-time (35-40 hrs/week)
- Calendar Year
- At-will, Hourly

Reports To: Building and Grounds Supervisor
Direct Report: Seasonal and/or part-time employees

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 constituted authority with a teachable spirit
 - Refrains from gossip with or about other employees or constituents of the school
 - 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:

- Sets and achieves annual performance goals with the Supervisor of Building and Grounds
- On-site contact person for evening/Saturday events, as needed
- Cleans after evening rental events
- Cleans MPR/kitchen/gym after volleyball/basketball games
- Secures building at night
- Sweeps, scrubs, mops, and waxes floors
- Vacuums and shampoos carpets
- Cleans restrooms daily
- 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
- Moves furniture (desks, chairs, and lunchroom tables)
- Cleans sidewalks of snow, ice, and debris
- Reports necessary repairs
- Mows grass as needed
- Paints parking lot lines
- Supports Building and Grounds Supervisor by performing office tasks such as reporting, scheduling, and paperwork
- Performs other related duties as assigned by Building and Grounds Supervisor

Evaluation:

- Annually by Building and Grounds Supervisor

Date: _____

Signatures: _____
Closing Custodian

Supervisor of Building and Grounds