

**ST. JAMES LUTHERAN CHURCH AND SCHOOL**  
**Board of Christian Education**

**Position:** School and Church Custodian

**Accountable To:** Board of Christian Education and Senior Pastor

**Purpose:** To provide a clean, comfortable, safe environment with all things working and to promote the mission of St. James Lutheran Church and School.

**Duties and Responsibilities:**

1. Performs duties of building operations and cleaning.
2. Assists in all phases of services performed in the custodial services department including providing a litter-free appearance both inside and outside of the school.
  - a. Sets up the gym for lunch and cleans afterward.
  - b. Sweeps, mops, scrubs, polish, and waxes floor coverings
    1. Including gym floor and kitchen with scrubbing machine on a weekly basis, with additional scrubbing s of gym floor as needed
    2. Hallways and stairs on a daily basis
  - c. Vacuum all carpeted areas.
  - d. Cleaning of classrooms after students are dismissed for the day on a daily basis.
  - e. Remove trash and recyclable paper from the classrooms and common areas.
  - f. Clean all other areas on an as needed basis.
  - g. Cleans and stocks restrooms and is responsible for building sanitation.
  - h. Assist in snow removal.
3. Participate in necessary general repairs as directed by the Principal, trustee, or designee both for the church and the school, to include replacing broken windows, etc.
4. Performs emergency repairs or cleaning services when necessary for the church and the school.
5. Moves office and classroom furniture and equipment and supplies.
6. Organize and maintain a clean boiler room and janitorial room.
7. Orders cleaning supplies to be approved by supervisor before purchase.
8. Performs any other duties as assigned by supervisor.

**Qualifications:**

1. Minimum of high school education or equivalent preferred.
2. Must be able to communicate effectively verbally and in writing.
3. Experience in custodial work or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills.
  - a. Working knowledge of cleaning methods, material, and equipment.
  - b. Ability to take minor repairs and adjustments to building's fixtures and equipment.

**Adoption Date:** 4/19/16  
**Reviewed:**

**Revised:**  
**Next Review Date:** 4/19/17

- c. Follow simple oral and written instructions.
- d. Exercise care in the use of cleaning materials for different types of surfaces.
- e. Recognize unsafe hazards and report it.

**Physical Requirements:**

1. Has or receives training to receive a boilers license.
2. Lifts and carry up to 40lbs. with the aid of mechanical assistance.
3. Ability to work at heights from ladders, scaffolds and lifts.
4. Ability to work in a squatting, kneeling, and standing position for an extended period of time.
5. Ability to work with a wide variety of cleaning chemicals, using personal protective equipment as deemed necessary by the product manufactures.
6. Complies with all local, state, and federal safety.