



Westlake Christian Academy
Custodial/Maintenance/Grounds Worker
Full time, year-around position
Salaried position with benefits
Opening Date: July 5, 2010

Position Overview

This position is essential to the daily operation of the school and supports the classroom teachers, office staff and administration through the oversight of the building and grounds. Regular duties involve cleaning, maintenance and grounds work. There will be regular interaction with faculty, staff, administration and students.

Position Profile

- Flexible
- People-person
- Servant minded
- Friendly, outgoing, joyful
- Self-motivated
- Attentive to detail
- Ability to manage and prioritize multiple tasks
- Good verbal and written communication skills
- Ability to work well with a variety of personalities
- Ability to work independently and as a member of a team
- Previous experience in this type of work preferred
- Spiritually mature; displaying the fruit of the Holy Spirit
- Committed to the mission and vision of Westlake Christian Academy

Minimum Qualifications

Applicants must show on the application, transcript of education, training or experience demonstrating competence in the following areas:

1. Knowledge of custodial materials, methods and practices.
2. Knowledge of custodial safety practices and procedures.
3. Knowledge of the operation and care of vacuums, scrubbers, buffers and other custodial equipment.
4. Ability to mix proper amounts of water/chemical solutions.
5. Ability to follow oral and written instructions and to communicate verbally and in writing.
6. Ability to initiate, coordinate, schedule, order and work with contractors and/or vendors.
7. Ability to operate custodial equipment and maintenance tools.
8. Ability to make general repairs or upgrades to the building and grounds.
9. Ability to maintain grounds and landscaping.
10. Ability to lift and transport packages & items up to 50 lbs and perform manual tasks.
11. Ability to use a computer for email, word processing and internet use.
12. Must possess a valid driver's license.

NOTE: Selected applicant will be required to pass a criminal background check prior to employment.

Job Description

Many aspects of this position will relate to the completion of tasks on a set schedule; such as daily, weekly, monthly, quarterly, semi-annually or annually.

Examples of Duties

Custodial Duties Include:

Employee will be required to clean, disinfect and maintain restroom and kitchen facilities as well as any appliances on a daily basis; clean walls and floors of classrooms, offices and other rooms by vacuuming, mopping, scrubbing, waxing, or shampooing; operate a variety of custodial equipment such as wet/dry mops, vacuums, scrubbers, carpet shampooers, and buffers; replenish soap and paper supplies; dust and polish furniture and fixtures; wash windows and glass top surfaces; empty and clean wastebaskets; transport trash and recycling to disposal areas; wet and dry mop, or strip and wax hard surface floors; survey grounds and walkways for litter and debris picking up trash as needed; cleaning up messes which may occur during the day; and perform related duties as required. This position will be required to use items such as mops, brooms, brushes, ladders, and various mixtures of water and chemical solutions. Checklists will include daily, weekly, monthly, quarterly, semi-annual and annual tasks.

Maintenance Duties Include:

Performing routine maintenance functions such as replacing burned out light bulbs; changing HVAC filters; applying herbicides in walkways; watering planters; distributing and moving goods and materials; stocking copy paper; refilling water coolers; moving and arranging furniture, and hanging bulletin boards or chalkboards; making basic building repairs or upgrades as assigned. Repairs or upgrades may include skills in carpentry, plumbing, electrical, drywall, painting, etc.

Grounds Duties Include

Mowing and edging of lawns, maintenance of lawn equipment, care of flowerbeds; trimming and removal of tree branches; shoveling of snow and spreading of salt on walks; maintenance of parking lot; maintenance of the exterior of the building.

Other

Locking up the buildings in the evenings after the end of school activities will be a regular responsibility. Working hours will need to coincide with school activities. Coordinating volunteers to address various projects.

And other various duties as assigned by the administration; this job overview and examples in no way implies that these are the only duties to be performed.

Hours are irregular

Employee will be required to work varying hours to coincide with the cleaning needs and activities of the school calendar. An eight (8) hour work day is the minimum. Daily shifts will usually start between 12 noon and 3 pm. At times, some weekend work may be necessary.

Benefits

These include 10 paid vacation days, some paid holidays, health insurance, sick leave accrual, tuition assistance for dependents, as well other supplemental benefit options.