



JOB DESCRIPTION

JOB TITLE: Custodian
DEPARTMENT: LCS Business Administration
REPORTS TO: Director of Operations

JOB SUMMARY: The full time custodial position will include general cleaning functions for Linden Christian School (LCS) in order to maintain the school areas in a safe and clean condition. This is a 7.5 hour per day position, Monday through Friday.

KEY PROGRAM RESPONSIBILITIES:

- **Cleaning classrooms and offices:**
 - Collect and remove trash;
 - Dust and clean desks, tables and chairs;
 - Dust window sills, blinds, desks lights & other fixtures;
 - Clean floors (swept, washed, vacuumed etc.);
 - Spot-wipe walls;
 - Clean windows & blinds (on an as needed basis).
- **Cleaning washrooms:**
 - Collect & remove trash;
 - Clean, disinfect toilets, urinals, sinks, counter tops & mirrors;
 - Spot wipe walls, bathroom stalls, dispensers;
 - Clean floors (swept & washed);
 - Replenish toilet paper, paper towel, soap, air freshener & other cleaning products as needed.
- **Cleaning entrances, hallways, stairways:**
 - Collect & remove trash;
 - Dust fixtures;
 - Clean floors (swept, washed, vacuumed);
 - Spot wipe walls;
 - Dust window sills;
 - Stairwells swept & washed, wipe down & disinfect hand rails;
 - Clean windows (on an as needed basis).
- **Cleaning lunchrooms:**
 - Collect & remove trash;
 - Clean floors (swept, washed, vacuumed);
 - Replenish paper towel, soap & other cleaning products;
 - Spot wipe walls; doors & cupboards.
- **Keep organized, clean & well stocked cleaning supply closets, monitor supplies & advise when necessary supplies need ordering.**

COMMUNICATION RESPONSIBILITIES:

Ensure proper reporting of:

May 8, 2019



- Safety & Health concerns;
- Property concerns.

REQUIREMENTS FOR THE POSITION:

- Desire to keep a clean and safe workplace;
- Ability to maintain an awareness of safe work practices;
- Ability to multitask and maintain and follow a daily/weekly routine and cleaning schedule;
- Good organizational and interpersonal skills;
- Ability to work effectively as a team member and with limited supervision;
- Ability to interact positively with staff and students during the school day;
- Excellent safety attitude and record;
- WHMIS training or willingness to take training;
- Physically fit, ability to be mobile most of the day, and ability to lift at least 25 pounds;
- Building/Company cleaning experience an asset;
- Basic computer skills.

OTHER REQUIREMENTS:

- Affirm and fully support Christian Education environment;
- Willing to participate in school wide chapel and worship events, All Staff Meetings and staff prayer meetings;
- Be willing to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment and demonstrate confidentiality relating to all school issues;
- Provision of a Criminal Record Check and Vulnerable Sector/Child Abuse Registry Check

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

May 8, 2019