



JOB DESCRIPTION

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

JOB SUMMARY: The part 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 position is Monday through Friday, 11:30 AM to 6:00 PM, generally following the school year (September through June).

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.

January 2020



COMMUNICATION RESPONSIBILITIES:

Ensure proper reporting of:

- Safety & Health concerns;
- Relevant information to the evening custodian supervisor, as requested by supervisor;
- Property concerns.

REQUIREMENTS FOR THE POSITION:

- WHMIS training or willingness to take training;
- Ability to take direction from supervisor and work effectively as a team member.
- 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 interact positively with staff and students during the school day;
- Excellent safety attitude and record;
- Physically fit, ability to be mobile most of the day, and able 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.