



Title: Custodian, Special Events
FLSA Status: Non-Exempt, Full Time, 12n - 8p, Some Weekends
Department: Facilities
Reports to: Coordinator for Custodial and Facilities Services
Direct Reports: NA

Summary of Duties:

The primary purpose of this position is to ensure that the DC facilities project excellence in all areas. In addition, the qualified candidate will maintain and improve the cleanliness of our facilities.

Primary Duties Include:

- Ensure spaces are prepared for students, employees, and visitors by taking out the trash, tidying furniture, and dusting surfaces.
- Assist with setting up tables and chairs for events as needed.
- Sweep and mop floors and vacuum carpets.
- Wash and sanitize toilets, sinks, and showers, and restock disposables (e.g., soap).
- Wipe mirrors and windows.
- Maintain cleanliness of entrances.
- Secure facilities after operating hours.
- Notify supervisor of needed repairs.
- Undertake occasional non-routine projects related to cleaning/improving facilities.
- Other duties as assigned.

Position Qualifications:

Required:

- Born-again believer with an active personal relationship with the Lord Jesus Christ; demonstrated commitment to a Christ-centered lifestyle as outlined in the DCS Handbook.
- Must be able to work flexible evening hours and some weekends. Hours will adjust according to DCS-approved events and activities after traditional school hours.
- Knowledge of the use and maintenance of industrial cleaning equipment.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Attention to detail and conscientiousness.
- High school diploma is preferred but not required.

Recommended/Preferred Qualities/Traits:

- Seeking longevity/commitment to the school and the position for more than just a few years.
- Able to work with minimal supervision.
- Strong collaborator and supporter of DCS faculty and staff.

- Good knowledge and understanding of the various age groups served at DCS and able to work without conflict.
- Visible to both students and staff. Creates a positive culture/community on the floor.
- Applies the Matthew 18 principle and encourages the staff, students, and families to do the same.

Physical Requirements:

- Ability to move about the building and property site, including climbing stairs.
- Ability to lift and move objects up to 25 pounds on a routine basis.
- Exposure to cleaning chemicals daily.
- Ability to bend, stoop, reach, and stretch.
- Ability to use cleaning tools such as brooms, mops, sweepers, etc.
- Ability to physically respond to emergencies (fire, tornado, intruders, etc.).
- Ability to occasionally lift or move objects, such as boxes of paper, books, or related materials weighing up to 50 lbs.

Environmental Considerations:

- Work performed in a classroom, office environment, or hallways.
- Potential for interactions with aggressive, disruptive, or unruly individuals.
- Potential for exposure to extreme temperatures.
- Potential for exposure to bloodborne pathogens and communicable diseases.

Mental Demands:

- Ability to interpret, develop and administer policies, procedures, and regulations.
- Ability to communicate effectively with students, co-workers, and visitors.
- Ability to take direction and act upon those directions independently.
- Ability to make decisions regarding the prioritization of tasks.