

Custodial, Building, Grounds, and Transportation

The following job description is intended for our use so that we can mutually understand the responsibilities of the Custodial, Building, Grounds, and Transportation.

The description of tasks is not intended to outline every last detail of the Custodial, Building, Grounds, and Transportation's position. It will serve to give a general impression of the duties relating to the job. It is hoped that the Custodial, Building, Grounds, and Transportation employee will gradually assume the position of caretaker of the building and facilities, with the feeling of responsibility of their well-being similar to that which he has for his own personal possessions.

The person who will assume the position of Custodial, Building, Grounds, and Transportation is accepting a very important role in the functioning of our school. The employee will not only be working with maintenance, cleaning, transportation, and care, but he will be working with people, especially children. A spirit of Christian love and concern shown by friendliness and helpfulness will fit into the framework of the goals our school has for training young disciples. There is a need for the employee to understand children and their need for guidance. The custodian is under the supervision of the Superintendent of the school, who will consult with the CEO.

Routine Cleaning Duties

Daily, Weekly, As Needed

I. Restrooms

- A. Empty wastebaskets.....D
- B. Mop and disinfect floors.....D
- C. Clean and disinfect sinks.....D
- D. Clean and disinfect mirrors.....D
- E. Clean and disinfect toilet bowls-seats, urinals, & pipes.....D
- F. Empty sanitary napkin receptacles.....D
- G. Check hand soap, paper towel, & tissue supplies.....D
- H. Check that toilets, urinals, faucets & drain are workingD
- I. Clean doors and partitions.....W
- K. Spot clean walls and ceiling.....N
- L. Replace lights.....N
- M. Clean baseboards.....N
- N. Clean radiators/vents.....N
- O. Clean light fixtures.....N
- P. Clean exterior of all dispensers (tissue, soap, etc.).....N

II. Classrooms

- A. Vacuum all carpeted areas.....D
- B. Sweep all tiled floors with dust mop.....D
- C. Empty wastebaskets.....D
- D. Clean sinks and faucets.....D
- E. Empty pencil sharpeners.....D
- F. Clean window glass on doors.....N

- G. Clean chalkboards at the end of the week.....W
- H. Dust all ledges and other surfaces.....W
- I. Clean shades or blinds.....N
- J. Clean baseboards.....N

III. Hallways, Entryways, and Utility Rooms

- A. Sweep all halls and entryways with a dust mop.....D
- B. Vacuum entryway carpets.....D
- C. Clean and disinfect drinking fountains.....D
- D. Spot clean walls and baseboards.....N
- E. Dust all ledges, tops of coat racks, and tops of lockers.....W
- F. Clean door glass & steel plates on gym doors and entryways.....D
- G. Replace light bulbs.....N
- H. Clean light fixtures.....N
- I. Sweep stairs and floors of utility rooms (non-classrooms).....D
- J. Clean stairs.....W/N
- K. Wet mop hallways.....W/N
- M. Clean baseboards.....N

IV. Weight Room

- A. Clean and disinfect all machinesD
- B. Mop FloorsW
- C. Clean base boards.....W
- D. Clean window glass on doors.....N
- E. Clean chalkboard at the end of the week.....W
- F. Dust all ledges and other surfaces.....W
- G. Clean shades or blinds.....N
- H. Clean baseboards.....N

V. Multipurpose room

- A. Clean and put away tables after lunch.....D
- B. Sweep floor.....D
- C. Mop half of floor.....D
- D. Spot clean wallsN
- E. Clean baseboards.....N

VI. Administrative Offices

- A. Sweep office floors and vacuum any carpets.....D
- B. Empty wastebaskets.....D
- C. Dust all ledges and other surfaces.....D
- D. Clean and dust phoneN
- E. Dust all ledges and other surfaces.....D

F. Clean baseboards.....N

VII. Athletic Office and Wait Room

- A. Vacuum all carpeted areas.....D
- B. Empty wastebaskets.....D
- C. Spot clean walls and baseboards.....N
- D. Clean light fixtures.....N
- C. Dust all ledges and other surfaces.....D

VIII. Retreat Rooms – Weekly (when not used) and immediately before, during and after use

- A. Vacuum all carpeted areas.....D
- B. Sweep all tiled floors with dust mop.....D
- C. Empty wastebaskets.....D
- D. Clean sinks and faucets.....D
- E. Empty pencil sharpeners.....D
- F. Clean window glass on doors.....N
- G. Clean Bunks.....W
- H. Dust all ledges and other surfaces.....W
- I. Clean shades or blinds.....N
- J. Clean baseboards.....N
- K. Change linensW
- L. Make sure each bunk has 2 Pillows, fitted and regular sheet, blanket, and comforter W
- M. Clean closet doors and floorsW

IX. Retreat Restroom and Showers

- A. Empty wastebaskets.....D
- B. Mop and disinfect floors.....D
- C. Clean and disinfect sinks.....D
- D. Clean and disinfect mirrors.....D
- E. Clean and disinfect toilet bowls-seats, urinals, & pipes.....D
- F. Clean and disinfect Showers, shelvesD
- G. Clean Shower CurtainsW
- F. Empty sanitary napkin receptacles.....D
- G. Check hand soap, paper towel, & tissue supplies.....D
- H. Check that toilets, urinals, faucets & drain are workingD
- I. Clean doors and partitions.....W
- K. Spot clean walls and ceiling.....N
- L. Replace lights.....N
- M. Clean baseboards.....N
- N. Clean radiators/vents.....N
- O. Clean light fixtures.....N
- P. Clean exterior of all dispensers (tissue, soap, etc.).....N

X. Miscellaneous

- A. Ceiling vents in upstairs classrooms should be put in as summer approaches and taken out again as winter approaches.
- B. Signs of vandalism or abuse of facilities should be reported to the principal
- C. Minor repairs should be done as needed or upon request.
- D. The custodian is given the responsibility of making sure the school is adequately heated for the school day.
- E. The custodian may have to receive early arriving shipments of supplies, etc.
- F. Part of the custodian's job description is to set up and take down chairs and tables for school and church functions.
- G. The custodian is responsible for snow removal from school entryways.
- H. Entryways and walkways may also need to be salted if icy.

Summer Cleaning and Maintenance

I. Floor Maintenance

- A. All tiled floors are to be stripped, sealed, and waxed.
- B. During Christmas vacation, heavily used areas are to be stripped and waxed.
- C. During Easter vacation, the custodian and principal will evaluate which areas need to be stripped and waxed.
- D. All carpeted areas should be shampooed.
- E. All baseboards should be cleaned thoroughly.

II. Window Care

- A. All glass (on both sides) is thoroughly cleaned once each year during the summer.
- B. Window ledges and sills should be sanded and varnished if needed during this time.

III. Walls - All walled surfaces should be spot cleaned throughout the school year. During the summer months the walls should be cleaned thoroughly.

IV. Painting - Each summer part of the interior of the school will be painted (per schedule).

V. Lockers - All lockers are to be cleaned and disinfected over the summer months.

VI. Ceiling Fans and Univents - Ceiling fans should be dusted approximately 4 times per Univents belts and filters should be replaced, and the coils should be vacuumed out.

VII. Classrooms

- A. Thorough cleaning of chalkboards and trays - remove tape or other substances.
- B. All desks and chairs should be thoroughly cleaned during the summer.
- C. Blinds or shades are to receive a good cleaning.
- D. Walls, baseboards, and bookshelves should be cleaned.

VIII. Retreat Rooms

- A. Thorough Clean Retreat Rooms as well as Showers and Restrooms
- B. Paint areas needed
- C. Check for Maintenance needed on Bunks and partitions

IX. Miscellaneous:

The custodian will use the summer months to thoroughly clean the school. There will also be various Maintenance projects that will need to be done which are not mentioned above.

Prior to summer vacation, the custodian and superintendent will work out a summer maintenance and cleaning schedule.

X. General Cleaning Schedule 7 AM to 9 AM and 12 Noon to 6 PM

The majority of the cleaning should be completed in the PM hours. Morning duties can include spot cleaning, “as needed” items, temperature checks, minor repairs, office cleaning, and utility rooms cleaning.

Building Maintenance specifics:

First Love consists of the main school building, and off site residential buildings. The following is a brief overview of expectations on the maintenance side.

- Evaluate, repair, and maintain plumbing, electrical, and HVAC systems in the building.
- Communicate with administration about any work that requires outside expert assistance
- Receive and respond to employee reports of mechanical or maintenance issues at the school or residential premises.
- Work with tools and supplies necessary to complete projects
- Maintain school safety procedures at all times and comply with school, county, state, and federal regulations.
- Evacuate and implement safety procedures in the event of an emergency
- Maintain fire, carbon monoxide, smoke, security, and other safety systems within the structures.
- Calibrate instruments and tools required for job responsibilities.

Transportation:

This position works with the transportation supervisor to organize routes, organize maintenance upkeep on vehicles, assign drivers, enforce the upkeep of vehicles, schedule inspections, schedule pick up and drop offs, prepare reports, and collect and submit information to the administration for billing.

X. Custodians' Paid Holidays

- A. New Year's Day
- B. Good Friday
- C. Memorial Day
- D. July 4th
- E. Labor Day

- F. Thanksgiving
- G. Christmas Eve
- H. Christmas Day