



**Custodial Technician (Evening Shift)**

**2022**

To apply, please complete a “General Employee Application” found on our website: [EMPLOYMENT PAGE](#).

**OVERVIEW**

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**Reports To:** Facilities Director (FD)

**Position Status:** Full Time (12-month Contract), Salaried Employee

**Pay Structure:** \$15.50 - \$16.50 starting pay range based on experience

**Benefits:** Paid Vacation, Health, Dental, Vision, 401K Retirement

**Start Date:** As soon as possible

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**PERSONAL QUALIFICATIONS**

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotions and prayer.
3. Show in his/her life the joy of the Christian life.
4. Follow the Matthew 18 Principle in dealing with student-athletes, coaches, faculty, parents, and administration.
5. Motivate students to accept God's gift of salvation and to grow in their faith.
6. Demonstrate a strong passion to uphold the Vision, Mission, Educational Objectives, Statement of Faith, Doctrine, and Core Values of Western Christian School.
7. Possess the ability to work gracefully with parents, students, and other school staff to develop a unified and successful educational program.
8. Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
9. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
10. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
11. Shall notify the administration of any policy he/she is unable to support.

**REQUIREMENTS**

- Able to follow directions and complete tasks in a timely manner
- Able to prioritize tasks differentiate between emergencies and non-critical tasks, and schedule accordingly.



- Assesses and monitors facility repairs to ensure cost-effectiveness and establishes procedures and schedules for repair and maintenance. Serve as the first line of on-site leadership for any facility-related items including responding to and addressing all facility requests.
- Coordinate with Principal and Facilities Director for fire drills
- Assist the FD by overseeing staff responsible for the cleanliness of the restrooms, break room, and other common areas
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Good analytical/critical thinking
- General knowledge of all building systems (electrical, heating, etc.)
- Knowledge of health & safety practices and regulations
- An eye for detail
- Computer savvy

#### **PREFERRED**

- Relevant professional qualification and certifications(e.g., CFM, CMRP, or HVAC certified) will be an advantage
- Have, or be able to obtain, a Small Water System “S” type Certificate
- Strong technical knowledge of all building systems (electrical, heating, etc.)

#### **RESPONSIBILITIES**

- Sweeping, scrubbing, waxing, and polishing floors
- Vacuuming and shampooing carpets and rugs
- Cleaning walls, furniture, woodwork, and other equipment
- Washing, scrubbing, and disinfecting restrooms
- Moving and rearranging chairs, tables, desks, furniture, and other equipment
- Correcting or reporting safety, sanitary and fire hazards
- Securing locks on doors and windows
- Inspect facilities and buildings’ structures periodically to determine problems and necessary maintenance
- Inspect and maintain building systems (heating, ventilation, etc.)
  - Monitor inventory of materials and equipment
  - Review utility consumption and strive to minimize costs
  - Inspect to determine the need for repairs or renovations
- Manage the upkeep of equipment and supplies to meet health and safety standards
  - Ensure a safe, organized, and clean working environment
  - Ensure all chemicals and liquids are stored in compliance with industry-standard
- Other duties as assigned by the Facilities Director