



# Job Description

Revised 2022

JOB TITLE:	Custodial Crew
HIRED BY:	Facilities Director
REPORTS TO (title):	Facilities Director, Head Custodian
SUPERVISES:	No direct supervisory role
DEPARTMENT NAME AND LEVEL:	Support staff
EVALUATION SCHEDULE:	Annual written evaluation by Head Custodian
JOB STATUS (full/part):	
FLSA STATUS:	Exempt

### GENERAL DESCRIPTION

This position is responsible to help provide safe, clean buildings for students, staff, and the community.

### ESSENTIAL JOB FUNCTIONS

- Follow and maintain knowledge of all school policies and procedures.
- Clean areas as assigned (i.e. rooms, halls, offices, rest rooms, cafeteria, etc.). May include the following tasks: vacuum, shampoo, sweep, scrub, wax, polish, mop and buff all types of floor surfaces.
- Perform a wide variety of general upkeep and repair tasks, including but not limited to: replacing light bulbs, ceiling and floor tile replacement; repairing cafeteria tables; servicing lock and hardware devices; wash windows, white boards, walls, doors and baseboards; clean and polish furniture windows, metal work; wash towels, fold and put away; adjust clocks, etc.
- Daily wash, scrub and disinfect restrooms and locker rooms as well as clean sinks, fixtures, panels and drinking fountains.
- Daily check and stock bathroom supplies.
- Clean up spills (including bodily fluids) as needed in a safe and appropriate manner; pick up trash and respond to special requests for custodial services from staff members with supervisor approval.
- Set up, take down and move tables, chairs, equipment, shelving and partitions for meetings, athletic events and other school needs as assigned.
- Unlock doors and windows, turns on lights and prepare buildings for start of day and/or locks doors and windows, turns off lights and secures buildings at night as assigned.
- Report safety, sanitary, and fire hazards immediately to supervisor.
- Demonstrate and implement understanding of risk management.
- Help maintain building security.
- Contribute to the development of a plan for ongoing maintenance and upkeep of the campus.
- Understand the ongoing maintenance and repair needs of the campus and address them as they arise.
- Attend work regularly and is punctual.
- Occasionally perform work beyond a standard work week when work-load requires.
- Perform any other duties that may be assigned by the Facilities Director.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Interpersonal skills: Works well with others from diverse backgrounds and contributes to a positive team spirit. Demonstrates the ability to remain calm and professional in an environment with frequent interruptions.
- Language skills: Ability to communicate fluently verbally and in writing in English. Has the ability to respond to

common inquiries or complaints from students, staff, parents, or members of the community. Has the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

- Mathematical skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.
- Other skills and abilities: Ability to effectively prioritize work tasks and train others in completing work tasks. Ability to manage and coordinate multiple activities and/or building use events simultaneously.
- Understand and abide by safety standards regarding the use of equipment and general machinery.
- Maintain certificates, licenses, and registrations as determined by the school. Have and maintain a valid Oregon Driver license, if required.

**PREFERRED QUALIFICATIONS**

- High school diploma or General Education Diploma (GED) or equivalent combinations of education and experience.
- Previous experience working in sanitation or custodial positions.
- General knowledge of computer usage.

**REQUIRED PERSONAL QUALITIES**

- Sign and live by the school’s lifestyle statement, found in the Employee Handbook, as a condition for employment and continued employment in this ministry.
- Compliance with Salem Academy’s general standards of attendance is acceptable.

**REQUIRED SPIRITUAL QUALITIES (all employees)**

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support Salem Academy’s Statement of Faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others.
- Have a Christ-centered home and actively participate in a local bible believe church.
- “Work willingly at whatever you do, as though you are working for the Lord rather than for people.” Colossians 3:23.
- Follow the Matthew 18 biblical principle in dealing with conflict with students, parents, staff and administration.

The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Shoveling
<input checked="" type="checkbox"/>	Carrying	<input checked="" type="checkbox"/>	Pushing	<input checked="" type="checkbox"/>	Stairs
<input checked="" type="checkbox"/>	Keying/typing	<input checked="" type="checkbox"/>	Reaching		Other (specify)

The amount of effort typically applied and frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Less than 1 lb.				
Between 1 & 5 lbs.			X	
Between 5 & 25 lbs.		X		
Between 25 & 60 lbs.		X		
More than 60 lbs.	X			

**The types of physical actions typically applied in this job:**

	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Sitting	X			
Standing		X		
Walking		X		
Bending	X			
Confined				

**Mental/Visual Demands** – the following represents the mental/visual requirement that must be met by the individual to fully perform the essential functions of this job:

	Occasional mental and/ or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals
X	Frequent mental and/ or visual attention; the flow of work is intermittent with checking or inspection involved.
	Continuous mental and/ or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/ or defects.
	Concentrated mental and/ or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
	Intense and/ or exacting mental/ or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

**Working Environment** – Individual is exposed to the following work conditions while performing the essential functions of this job:

	Regularly	Occasionally
Indoors	X	
Outdoor weather conditions		X
Moderate levels of sound	X	
Dust or airborne particles	X	
High levels of sound, which may require use of ear protection		X
Slippery surfaces		X
Hot, cold, wet, or humid conditions	X	

**Signatures and Dates**

The following signatures are required to confirm the accuracy and completeness of the job description; that essential functions are aligned with Salem Academy goals and objectives; to validate that it is clear, concise, and supports compliance with legal considerations; and employee understanding of the job requirements.

NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

Employee	Date	Next Level of Management	Date