



LEXINGTON CHRISTIAN ACADEMY

FAITH • SERVICE • EXCELLENCE

Evening Facilities Custodian Position

POSITION TITLE: Full-Time Custodian

SUMMARY OF DUTIES: Maintain cleanliness of building(s) on campus. Perform general Housekeeping duties.

QUALIFICATIONS/EXPERIENCE:

Minimum of one (1) year related experience and a demonstrated ability to do quality cleaning.

REPORTS TO: Custodial Supervisor

ESSENTIAL JOB DUTIES:

1. Vacuum carpets
2. Dust mop and wet mop hard surface floors
3. Clean and sanitize restroom facilities and drinking fountains
4. Clean windows and glass doors
5. Dust furniture and ledges
6. Clean vents, doors, light fixtures, walls, lockers, desks, etc.
7. Remove trash and properly dispose in dumpsters.
8. Clean and sanitize microwaves and dining hall tables
9. Polish and clean chrome, brass, and stainless steel surfaces
10. Clean mirrors
11. Project cleaning
12. Unload deliveries occasionally
13. Prepare for special events
14. Move furniture – desks, tables, chairs, etc.
15. Assist others in the facilities department as needed, including snow removal.
16. Show respect for LCA staff's personal items in offices and classrooms.
17. Other duties as assigned.

QUALIFICATIONS FOR APPOINTMENT:

- Working knowledge of housekeeping and custodial procedures.
- Ability to use cleaning materials and chemicals according to pre-determined standards.
- Ability to use tools and equipment to effectively maintain LCA's property in a clean, orderly, and secure manner.
- Ability to follow appropriate safety precautions and procedures.
- Ability to communicate effectively with others.
- Ability to follow oral and written instructions.
- Ability to comprehend and apply knowledge of the schedules, procedures, use of equipment, and supplies used in custodial work.
- Ability to exercise basic human relations skills in establishing and maintaining effective working relations within LCA's community.
- Ability to observe, and report to Supervisor, when applicable, need for maintenance and repair.
- Ability to comprehend and follow LCA's, and the facilities department's policies, cleaning methods and procedures.

PHYSICAL REQUIREMENTS:

- May be required to lift, push, or pull up to 50 pounds.
- May be required to walk, climb, balance, stoop, kneel, crawl, reach, feel, bend, or sit for extended periods of time.
- May be exposed to chemical, mechanical, or electrical hazards.
- May be exposed to dust or fumes and be required to work outdoors in inclement weather and/or extreme hot or cold temperatures.
- May be subject to excessive motor or machine noise.
- May be required to use ladders and clean high areas.

Acknowledgment:

I have reviewed my job description and I understand the duties, qualifications, and requirements and I am able and willing to perform them: I further agree to perform all duties listed to the best of my ability. I understand my job duties may change at the discretion of the employer. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely matter.

_____ *Name*

_____ *Signature*

_____ *Date*