

## **Appendix 1300H**

### **JOB TITLE: *Custodian***

Report to: School Administrator and Trustees

Date Revised: 09/2020

To be reviewed annually

### **MAJOR JOB DUTIES:**

The position of Custodian for Zion Lutheran School and Church is responsible for the overall cleanliness of the school building, church building, and grounds. The buildings and grounds and their appearance give an important impression of Zion and its ministry. For this reason, we want to give a positive first impression, which reflects the quality of Zion's ministry and the pride of Zion's members in our facilities.

This is a full-time, hourly position. The exact working hours for this position during the calendar school year, and as needed during summer hours, will be determined and agreed upon by Zion's School Administration and the Custodian while allowing for flexibility when school is not in session.

### **JOB RESPONSIBILITIES:**

1. Serve as a member of Zion's staff where excellence is fostered and maintained.
2. To manage Zion Lutheran School's cleanliness and safety in a way that benefits Zion Lutheran School as well as Zion's students and staff.
3. To manage Zion Lutheran Church's cleanliness and safety in a way that benefits Zion Lutheran Church as well as Zion's members and staff.

### **SPECIFIC JOB DUTIES**

#### **School - During the school year**

##### **Daily**

1. Sweeping of cafeteria floor following lunch.
2. Wet mopping of cafeteria floor following lunch.
3. Wet/Dry mopping of all hallway and classroom floors.
4. Vacuuming of all carpet areas.
5. Emptying of all garbage.
6. Cleaning and sanitizing of all bathrooms.
7. Sanitize drinking fountains.
8. Ordering of janitorial supplies.
9. General maintenance that does not require trustee approval.
10. Taking temperatures on the furnace.

11. Manage student behavior by enforcing expectations set forth in school handbook and setting a positive example for others.
12. Work in direct communication with school administration on any items that need to be attended to.

### **Weekly**

1. Office cleaning and dusting.
2. Washing of front entry way windows.
3. Dusting and baseboard cleaning.
4. Wet/dry mopping of gym floors and dusting.
5. Thorough cleaning of classrooms and dusting.
6. Thorough cleaning of bathrooms.
7. Ceiling dusting and cobweb control.

### **School - During the summer**

1. Thorough cleaning of all rooms.
2. Stripping and waxing of all floors.
3. General maintenance of building.
4. Painting (as needed).

### **Church - Weekly**

1. Thorough cleaning of church building.
2. Vacuuming of all carpet areas.
3. Wet/Dry mopping of all floors.
4. Emptying of all garbage.
5. Cleaning and sanitizing of all bathrooms.

*Reminder: The creation of new job descriptions and/or the revision of existing job descriptions must also be approved by Zion's Church Council. Copies of fully approved job descriptions should then be forwarded to Zion's Staff Care Board for inclusion in their library of staff-related resources.*