



School Custodian & Facility Liaison

Maranatha Christian Academy is committed to partnering with the school, home, and church in the education of students as they prepare to fulfill God's call on their lives. Through the provision of outstanding school experience in academics, athletics, and the arts, Maranatha Christian Academy seeks to impart the values of wisdom, character, and service within each student. All employees of MCA have a ministerial opportunity to disciple students in a biblical worldview.

Application Category: Staff

Days/Hours: 12-month Shift Employee

- Primary School Months Shift: 5:00pm – 1:00am
- Summer Months Shift: Negotiable

Job Classification: Non-exempt Employee

Direct Report: Facilities Director

Position Overview

Maranatha Christian Academy is seeking a committed Christian individual or company to hire for the Facility Custodian position. The Facility Custodian works collaboratively with the Facilities Director and maintenance team.

The Facility Custodian is responsible for maintaining cleanliness and hygiene standards, some event setup/teardown, and maintaining security protocols within the facility. This role involves performing various cleaning tasks to ensure that all areas, including offices, restrooms, classrooms, hallways, common areas, and other facilities, are clean, sanitary, and presentable. The Facility Custodian plays a key role in creating a safe and pleasant environment for employees, students, parents, and visitors.

Holidays

Unless a request is made for service at an additional charge, the following holidays will be observed, and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Job Duties & Responsibilities:

This role supports all school event set-up/teardowns during working shift.

Security and Safety

- Report any maintenance issues or safety hazards to the Facilities Director.
- Adhere to company policies and procedures, including health and safety guidelines.
- Ensure all doors are locked and not propped.
- Ensure alarms are set.

Event Set-up and Teardown

- Event Supervision
- Receive directives from the Facilities Director to support event set up and tear down as needed.
- Modify duties as needed with event set up and tear down to maintain schedule.
- Report equipment breakage

Cleanliness and Hygiene

- Perform cleaning tasks in assigned areas, including sweeping, mopping, vacuuming, dusting, and sanitizing.
- Clean and sanitize restrooms, kitchens, classrooms, and common areas.
- Replenish supplies as needed, including paper products and cleaning agents.
- Empty trash and recycling bins and dispose of waste properly.
- Follow cleaning schedules and complete tasks within the allotted time.
- Use cleaning equipment and chemicals safely and efficiently.
- Ensure that all cleaning tasks are completed to the highest standard.
- Ensure all cleaning materials have MSDS.

Entries/Lobbies

Services to be performed five nights per week, Monday through Friday:

- Containers for waste materials will be emptied, and waste will be taken to disposal.
- Fingerprints will be removed from the entryway glass.
- Lights will be turned off as directed.
- Entrance doors will be secured upon completion of our work.

General Office Areas

Services to be performed five nights per week, Monday through Friday:

- Containers for waste materials will be emptied, and waste will be taken to disposal.
- All open surfaces of desktops, furniture, window ledges, two-drawer filing cabinets, counters and other 30” high horizontal surfaces will be damp-dusted.
- Special attention will be made to remove soda spills and rings on tables and desks.
- Carpeting will be vacuumed.
- Floors will be dust mopped to remove dirt.
- Floors will be wet mopped, as needed, to remove spills and tracking.
- Lights will be turned off as directed.
- Entrance doors will be secured upon completion of our work.

Classrooms

Services to be performed five nights per week, Monday through Friday:

- Containers for waste materials will be emptied, and waste will be taken to disposal.
- All open surfaces of desktops, furniture, window ledges, two-drawer filing cabinets, counters, and other 30” high horizontal surfaces will be damp-dusted.
- Special attention will be made to remove soda spills and rings on tables and desks.
- Carpeting will be vacuumed.
- Floors will be dust mopped to remove dirt.
- Floors will be wet mopped, as needed, to remove spills and tracking.
- Lights will be turned off as directed.
- Entrance doors will be secured upon completion of our work.

Corridors

Services to be performed five nights per week, Monday through Friday:

- Drinking fountains will be cleaned and disinfected.
- Tops of lockers will be dusted.

Teachers’ Dining Area

Services to be performed five nights per week, Monday through Friday:

- Containers for waste materials will be emptied, and waste will be taken to disposal.
- Sinks will be cleaned and disinfected.
- Microwaves will be cleaned inside and out.
- Counters and tabletops will be cleaned and disinfected, and soda rings will be removed.
- Chairs will be low-dusted and neatly arranged.
- Floors will be dust mopped to remove dirt.
- Floors will be wet mopped, as needed, to remove spills or tracking.
- Lights will be turned off as directed.
- Doors will be secured upon completion of our work.

Lunchroom

Services to be performed weekly:

- Vending machines will be damp-wiped clean.
- Walls around trash cans, light switches, and fronts of counters will be cleaned to remove all drips, spills, and fingerprints.

Restrooms / Locker Rooms

Services to be performed five nights per week, Monday through Friday:

- Containers for waste materials will be emptied, and waste will be taken to disposal.
- Mirrors will be cleaned.
- Sinks will be cleaned and disinfected.
- Countertops will be cleaned and disinfected.
- Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- Brightwork will be cleaned and polished.
- Floors will be swept.
- Floors will be wet mopped and disinfected.
- Dispensing units such as towels, toilet paper, and soap containers will be refilled from your stock.
- All repair items will be reported to the Facility Solutions Manager.

Services to be performed weekly:

- Low dusting will be performed on all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- High dusting will be performed above hand height including sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
- Dispensers will be cleaned.
- Fingerprints will be removed from doors, frames, light switches, kick and push plates, handles, etc.

Services to be performed monthly:

- Walls will be damp wiped.
- Partitions will be cleaned and disinfected.

Services to be performed quarterly:

- Corners and edges will be detailed.
- Ceiling vents will be dusted.

All Areas

Services to be performed weekly:

- All open surfaces of window ledges, tops of partitions, tops of four-drawer filing cabinets, and tops of picture frames will be high-dusted.
- Chairs and miscellaneous items will be low-dusted.

Services to be performed monthly:

- Fingerprints from doors, frames, and light switches will be removed.

Services to be performed quarterly:

- Carpet corners will be edged and detailed.
- Tile corners will be edged and detailed.
- Ceiling vents will be dusted.

Communication Logbook

A communication logbook may be placed at every account location. This book will be checked daily by the janitorial staff to see if the client has any concerns. The janitorial staff will also use the communication logbook to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

General

Care will be taken to conserve water and power beyond that required for the crew's duties. Every effort will be made to observe and report unusual occurrences during our time or the crew's time in the building. Any problem that may arise during the crew's work schedule will be reported directly to our contact.

Qualifications & Requirements:

- High School diploma or equivalent
- One year experience in custodial or related fields
- Flexibility to work evenings and on weekends as needed
- Knowledge of cleaning chemicals and supplies.
- Ability to follow instructions and work independently.
- Strong attention to detail and time management skills.
- Physical stamina to perform cleaning tasks, including lifting and moving objects.
- Reliable transportation and punctuality.
- A minimum 1-year commercial custodial-janitorial experience highly preferred.

Physical Requirements:

- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull

- Must be able to work in heat, cold, damp and dry conditions.
- Must be able to perform the physical aspects of the job, such as climbing ladders, carrying items up to 35 pounds frequently and up to 50 pounds occasionally, and continuously walking or standing.