

Location: Parkview Christian Academy

Position Title: Custodian

Reporting to: Building Administrator

Classification: Full time 12 month

Job summary: Provide routine custodial activities, maintain building and adjacent grounds in a clean, orderly, and secure condition.

Duties:

- Perform routine custodial activities, sweep, scrub, mop, strip, wax, and polish floors; vacuum rugs and carpets; spot clean and shampoo carpets.
- Clean classrooms, cafeteria, gymnasium, lounges, offices, locker rooms, hallways, and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; remove gum, debris, and graffiti as needed.
- Clean and disinfect restroom facilities including sinks, toilets, and urinals; fill dispensers with towels, soap, toilet paper, and other items; wash mirrors, tile, walls and windows; unclog drains and toilets.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned.
- Replace light bulbs and tubes; clean whiteboards, trays, and erasers; empty pencil sharpeners; clean tables, chairs, and floors.
- Move and arrange furniture and equipment, prepare classrooms, gymnasium, and other facilities for special events or meetings; set up and assemble chairs, tables, and other furniture; clean up following these events.
- Lock and unlock doors, gates, and windows as needed; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as needed.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.
- Keep walks and entry free from snow for building activities and events.
- Other duties related to the basic job function as may be assigned.

Personal Qualifications:

- A born-again Christian who possesses a strong Christian testimony and evidence of spiritual maturity.
- Maintains a growing and vibrant relationship with Jesus Christ.
- Agrees with and follows the philosophy, goals, and doctrinal statement of PCA

Professional Qualifications:

- High school diploma or GED and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Contact Name: Dr. Ray Epperson

Contact Title: Superintendent

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