



**Parkview Christian Academy  
Job Description  
Custodian**

**Spiritual Requirements:**

- Adheres to the Statement of Faith listed [here](#)
- Affirmance of being a born-again Christian
- Will serve as a Christian role model both in and out of school to students and parents
- Lives according to the school's interpretation of biblical lifestyle standards
- Regular attendance and participation in church
- Regular attendance at chapel

**Job Classification**

- Full-time (12-month)

**Position Summary**

- The successful candidate for this position will be expected to coordinate the work of maintaining the facility and grounds at Parkview Christian Academy. This person works closely with the school administration, board, and other custodial staff to provide the school's custodial and maintenance needs in a timely and efficient manner.

**Education/Experience Requirements:**

- High school diploma or GED equivalent
- Building maintenance experience preferred
- Knowledge of principles and practices of facilities operations, maintenance, and management preferred

**Duties and responsibilities**

- Fulfills responsibilities given by the superintendent
- Cleans and maintains the facilities to the specifications set by the principal/superintendent
- Maintains the outdoor appearance of the buildings, grounds, and signage of the school
- Performs regularly scheduled maintenance of building system equipment
- Makes sure buildings and grounds are unlocked and secured as required for regular school programming

- Locks and unlocks buildings for rentals, activities, and programs for outside groups as assigned
- Works cooperatively with other custodians, supervisors, administrators, and volunteers
- Helps with setup and teardown before and after activities in the buildings and on the grounds
- Inspects the buildings and grounds for safety, health, and maintenance issues
- Maintains the security of the building including not permitting unauthorized persons in the buildings after hours

**Reports To:**

- Building principal