



Position:	Custodian
Purpose:	The primary responsibilities are to keep campuses neat and clean.
Evaluation:	Performance will be evaluated in accordance with the following profile and specific job requirements
Classification:	Hourly rate is approximately \$20.00 per hour
Reports to:	Campus Principals
Hours:	40 hours per week with flexible hours

Trinity Christian School Staff Profile

(1) Christ-Centeredness

- a. Models Christ-like character in all interactions with staff, parents, students and community.
- b. Extends grace and mercy to others while expecting and maintaining standards of excellence in behavior, attitude and words.
- c. Participates regularly in a local Christian church and models ongoing growth and reflection in faith.
- d. Shows evidence of being called by God to serve.
- e. Motivates students and families to accept God's gift of salvation and help them grow in their faith.

(2) Educational Attitudes and Values

- a. Actively demonstrates to students their individual worth as children of God.
- b. Models enthusiastic, lifelong learning by being a self-motivated reader and thinker.
- c. Models a great work ethic.

(3) Professionalism

- a. Edifies and respects Trinity Christian School, its administration and its faculty.
- b. Respects the God-given authority of the school board and the administration.
- c. Collaborates and cooperates effectively with school board, the administration, the school staff, parents and students.
- d. Abides by and implement all policies, procedures and directives governing the operation of the school as outlined in the Staff Handbook.
- e. Prepares for school activities as needed.
- f. Demonstrates confidence, flexibility and enthusiasm.
- g. Uses biblical principles to discuss and resolve personal and professional differences (Matthew 18:15-17).
- h. Exhibits professionalism in personal appearance and behavior.
- i. Effectively uses technology to perform the duties of the job.
- j. Maintains required certifications in and knowledge of first aid, CPR, and emergency procedures.
- k. Informs administration in a timely manner if unable to fulfill any duty assigned.
- l. Serves from a joyful team mindset.

(4) Professional Development

- a. Shows interest in and commitment to his/her profession through participating in any available professional development and/or training

- b. Demonstrates consistent reflection on practice and positive initiative to improve by seeking counsel and maintaining a teachable attitude.
- c. Shows a commitment to growth in knowledge of classical Christian education.

Specific Job Requirements

Tasks associated with this position include but are not limited to the following:

Office management

- Clean the interior of buildings including floors, carpet, rugs, windows and walls
- Disinfect commonly used items like desks, door handles, office tools and phones
- Maintain cleaning inventory, placing orders for new products when needed
- Remove debris from campus
- Empty trash and recycling bins
- Stock and maintain cleaning supply rooms
- Vacuum, sweep and mop floors
- Clean and maintain restrooms
- Washing and clean windows and mirrors
- Notify supervisors of unsafe conditions
- Dust furniture and fixtures
- Maintain clean classrooms and facilities at both campuses