



# JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

908 N. Prospect Avenue | Champaign, IL 61820 | Phone 217.359.1701 | Fax 217.359.0214 | [www.judah.org](http://www.judah.org)

## Head Custodian/Maintenance

### General Description

The Head Custodian/Maintenance employee will be responsible for the over-all cleanliness and upkeep of the school.

### Qualifications

The Custodian should be one who has trusted Jesus Christ as Savior and Lord, and should be a member and a regular attendee in good standing of a Christ-centered church. He/She should demonstrate spiritual maturity that will allow him/her "in humility to consider others better than him/herself." They should reflect the purpose and mission of the school in word and deed both while at school and in the community. The Custodian should possess the skill set necessary to fulfill the requirements of this position.

### Duties/Responsibilities

#### Custodial Duties

- Keeping buildings, furniture, and fixtures clean
- Preserving the school property
- Keeping walks and entrances free from snow and ice
- Setting up tables and chairs when requested
- General cleaning, maintenance, and preventative maintenance
- Small general repair of school property
- Performing other duties as requested by the superintendent of schools or building principal

#### Maintenance Duties

- Experience in general maintenance
- Be able to perform minor or basic work in the areas of wood, metal, electricity, and plumbing
- Ability to make independent judgments
- Ability to carry out oral and written instructions with minimum supervision
- Knowledge of preventative maintenance
- Knowledge of and ability to recommend the purchase of supplies and equipment
- Ability to organize, prioritize, and schedule work projects related to the position

### Working Hours

This position is a full-time, 12-month position, 40 hours per week with hourly compensation.

### Supervisor

This position will answer to the building principal and/or the business manager.