

Oakland Christian School
Evening Custodian Job Description
(Part Time)

General Description

The Evening Custodian is a support person for the Administration of OCS with specific areas of responsibility as stated below. The position of Evening Custodial work is performed under the general supervision of the Director of Facilities and Transportation and will work closely with the Maintenance Supervisor for daily operations. The custodian must be able to lift up to 50 pounds and perform tasks that require bending, kneeling, lifting, and climbing. The workstation for the evening custodial staff is located in the Maintenance Office / Work Room.

- Minimum Qualifications
 - Be a born again believer in Jesus Christ.
 - High School Diploma, GED or equivalent.
 - Reasonable experience in performing a variety of tasks.
 - Able to access the internet – computer skills minimal for email and timesheets.

- Duties, Functional Responsibilities and Typical Work
 - General Statement of Duties
 - To perform a variety of maintenance and custodial tasks involving building facilities.
 - The job of custodian may include, but is not limited to the following:
 - Daily:
 - Set up and tear down for special events
 - Empty all waste container (classrooms, lounge, hallways, offices, restrooms, athletic areas, upper and lower gyms. Replacing liners as needed and taking trash to the dumpster.
 - Vacuum all carpeted areas (classrooms, media center and hallways).
 - Clean all glass doors and entryways to secondary and elementary areas.
 - Clean and sanitize all sinks, toilet bowls, fixtures and mirrors.
 - Sweep and mop all restroom floors.
 - Restock all paper products in restrooms (offices, hallways, lounge)
 - Dust mop all hard surfaces floors and all hallways.
 - Dust mop upper gym floor and mop surface as needed (more often during high traffic sports seasons).
 - Report any broken/abused equipment to the Director of Facilities and Transportation.
 - Lock up building.
 - Check email.

- Weekly
 - Dust all high and low surfaces, including locker tops and corners, offices and classrooms – excluding desks.
 - Spot clean all walls.
- Summer
 - Empty all waste baskets in office and as needed throughout the summer.
 - Work with Head Custodian to complete summer projects.
 - Lock up building.
 - Any other duties necessary for the completion of the jobs annotated above, or any jobs required or requested are understood to be part of the job of the Evening Custodian of Oakland Christian School.
 - Knowledge and Abilities
 - The Evening Custodian should have:
 - Reasonable knowledge of the tools, materials and equipment required to perform job functions.
 - Ability to perform a variety of maintenance tasks involved light carpentry and other repairs.
 - Skill in operation of power equipment and tools.
 - Ability to work effectively with other employees and the public.
 - Ability to understand and follow oral and written instructions.
 - Minimal computer skills including reading, writing and replying to emails and entering time in online payroll system.
 - Organizational Responsibilities
 - Reports to the Head Custodian and the Director Facilities and Transportation.
 - Works with all other members of the Oakland Christian School staff and administration as necessary.
 - The Evening Custodian's authority includes and is limited by the policies and procedures of Oakland Christian Schools.

Review and Evaluation

An annual review and consultation will take place with the Director of Facilities and Transportation for the purpose of job performance evaluation.