



WESTMINSTER ACADEMY

School Custodian Job Description

Purpose

The purpose of the School Custodian is to assist in maintaining the cleanliness and aesthetics of the school, aiding in the smooth functioning of the school. Duties include, but are not limited to: picking up trash, sweeping, mopping, vacuuming, or using industrial cleaning equipment to clean floors, cleaning and stocking restrooms and classrooms, securing buildings, cleaning windows, and minor building maintenance and repairs. In the execution of all duties, the Janitorial/Custodian Staff must maintain a professional and joyful approach to all matters related to the school.

All employees of Westminster Academy are to strive to “love the Lord in front of our students” and make the Christian faith observable in all aspects of the school community. The School Custodian is a minister of the Gospel in all facets of life at Westminster Academy. They are role models for students and faculty, and their walk with the Lord should be evident. Work at Westminster Academy is Kingdom work, a calling from the Lord. The Christian mission, vision, and statement of faith of the school must guide the School Custodian as they interact with parents, students, faculty, guests, contractors, and all those within and outside our faith community.

Reports to:

Chief Business Officer (CBO)

Works closely with:

- Administration
- Faculty and Staff
- Purchaser

Schedule:

- Hours: 7:00 a.m. – 3:00 p.m. (hours may change with notice and with regard to special events)
- The custodian will remain on campus during the workday unless permission is granted to leave for things such as doctor visits or lunch. Each leave must be communicated to the CBO before leaving, and the employee will report back upon returning to campus.

Essential Job Functions & Responsibilities:

1. Daily Cleaning & Maintenance

- Sweep, mop, scrub, and renew floor surfaces using floor scrubbing and polishing machines, vacuum cleaners, shampoo machines, and other motorized cleaning equipment.
- Clean and sanitize restrooms, lavatories, locker rooms, and shower rooms.
- Empty trash and recycling bins throughout the building; collect wastepaper, boxes, and debris for disposal in appropriate containers.
- Dust and polish furniture, fixtures, exhibit cases, windowsills, doors, trim, and related furnishings.
- Clean door mats, light fixtures, lamps, window shades/blinds, drinking fountains, walls, rails, stairwells, heating/air-conditioning vents, and trash containers.
- Wash and/or clean interior and exterior window and door glass.

- Launder sweeping mop heads, wet mop heads, and wiping cloths.
 - Maintain the cleanliness of office spaces, lobby, hallways, and any shared spaces with RBC (may require sweeping, mopping, vacuuming, removal of trash, etc.).
 - Wipe down tables and chairs, and sweep/mop the cafeteria at the end of the meal period.
 - Check that all paper towels, toilet paper, and soap dispensers are in good repair and stocked with supplies.
 - If it occurs, assisting with the cleaning up after an ill student.
2. **Building Readiness**
 - Ensure all areas are clean and prepared before the start of the school day.
 - Unlock doors and secure the building as scheduled.
 - Coordinating school event setup, preparation, teardown, and restoration. This includes but is not limited to board meetings, school testing days, outside events, etc.
 - Move furniture such as teacher desks, file cabinets, bookcases, tables, chairs, student desks, and miscellaneous items as instructed.
 - Inspecting the properties used by Westminster Academy for proper cleanliness, including all restrooms, hallways, shared spaces with RBC, sanctuary after special events, etc.
 3. **Floor Care**
 - Perform quarterly carpet shampooing and cleaning rotations throughout the building.
 - Complete annual stripping and waxing of VCT (Vinyl Composition Tile) flooring as scheduled.
 4. **Grounds & Exterior**
 - Remove broken glass, paper, debris, or other trash from grounds, play areas, and parking lots.
 - Sweep or shovel snow and ice from outside steps, walks, fire escapes, building entrances, and connecting walks as required.
 - Maintain the cleanliness of outdoor eating spaces.
 5. **Safety & Compliance**
 - Ensure that all Fire Marshall requirements are being met.
 - i. Storage room/stairwell requirements
 - ii. Nothing hung from the ceilings
 - iii. Free-flowing egress
 - iv. No extension cords are used in classrooms, etc.
 - Replace burned-out lamps, broken windows, door glass, window shades, and blinds as instructed.
 - Perform duties requiring the use of ladders.
 - Report to the CBO any maintenance issues, unsafe equipment, or hazardous conditions.
 - Follow all school safety protocols and OSHA standards for cleaning chemicals and equipment.
 6. **Inventory & Supplies**
 - Monitor cleaning supplies and request replenishment when needed *via* the Purchaser.
 - Properly store chemicals and equipment in designated areas.
 7. **Vendor Oversight**
 - Report to the CBO any concerns regarding the efficiency or quality of the evening cleaning service.
 8. **Other Duties**
 - Perform other related duties as assigned or directed.

Physical Requirements

- Ability to lift up to 50 lbs.
- Frequent standing, walking, bending, and reaching.
- Ability to work in various indoor and outdoor conditions.
- Ability to pass a background check.