

Pantego Christian Academy

Position Title: Facilities Custodial
Date Modified: March 2023
FLSA Classification: Full-time; Non-exempt
Duty Schedule: 12 months
Department: Facilities
Reports to: Facilities Director
Position Purpose: This position is responsible for keeping the campus clean.

Essential Functions

- Responsible for cleaning of assigned school space, which may include cafeteria, classrooms, athletic areas, landscape areas, etc.
- Keep entry glass clean during the day.
- Keep restrooms clean and always supplied.
- Answering calls for daily school needs.
- Keep housekeeping closets clean and supplied with the cleaning materials necessary to do the job. Keep closets locked when not in use.
- Participate in morning and afternoon pick up and drop off.
- Replace light bulbs and tubes, ceiling tiles and other building supply items, which are provided for installation by the facilities staff.
- Participate in team time activities and special projects as scheduled by the supervisor or when help is needed due to absences, etc.
- Perform other duties as assigned, however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.
- Sets up and move furniture, equipment, and related structures for events. Occasional after hour work will be required.

Spiritual Leadership

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

Education and Experience

- High school diploma or GED.
- Minimum of six months previous experience in an equivalent position or equivalent amount of relevant training and experience.

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Skills and Qualifications

- Ability to establish and maintain cooperative and effective relationships and effective communication with all constituents.
- Ability to carry out oral and written directions, speak, read and write at a level sufficient to fulfill duties to be performed.
- Must have a high level of discernment and wisdom, and the ability to manage confidential information.
- Ability to plan, set priorities and implement accurate work in a disciplined manner to keep multiple projects progressing to completion simultaneously with minimal direction.
- Ability to interpret school policies and regulations and apply them with good judgment in a variety of procedural matters.
- Ability to operate standard office equipment.

Physical Requirements and Work Environment

- Regularly stand, talk, hear, and to visually intercept visitors.
- Be able to occasionally lift up to 50 lbs.
- Regularly use close and distance vision.
- Turn, bend, and reach, and occasionally use a ladder.
- Work in both indoor and outdoor environments.
- Maintain professional appearance (as outlined in the Employee Handbook).