



JOB DESCRIPTION

Position: Part-Time Custodian / Assistant Maintenance

Department: Facilities / Operations

Reports To: Director of Operations / Facilities Coordinator

Schedule: Tuesday, Wednesday, and Friday, 8:00 a.m. – 4:00 p.m.

Hours: 24 hours per week during school year

Employment Status: Part-Time, Non-Exempt

QUALIFICATIONS

Driver's License (Required)

High School or Equivalent

Custodial and or Maintenance experience of 1 year

Use of hand tools and cleaning supplies

OVERVIEW

Assistant Maintenance team member to help maintain a clean, safe, orderly, and welcoming campus for students, faculty, staff, and visitors.

The primary responsibility of this position is custodial care of the campus, with additional assistance provided with basic maintenance, facility projects, and general campus needs.

The successful candidate will demonstrate Christian values, integrity, dependability, a servant's heart, and a willingness to work as part of the Faith Academy team.

ROLES AND RESPONSIBILITIES

Custodial Duties

- Clean and maintain classrooms, offices, hallways, restrooms, and common areas.
- Sweep, mop, vacuum, dust, and sanitize facilities.

- Empty trash and recycling.
- Clean and disinfect high-touch areas.
- Restock restroom and custodial supplies.
- Clean up spills and address routine cleanliness and safety concerns.
- Help maintain the gym, cafeteria, student areas, and other common spaces.
- Monitor campus cleanliness throughout the school day.

Assistant Maintenance Duties

- Assist with basic maintenance as directed.
- Replace light bulbs and perform other routine maintenance tasks.
- Assist with moving furniture, equipment, and classroom materials.
- Assist with room setups and breakdowns for school events.
- Assist with grounds and exterior maintenance as needed.
- Report maintenance problems, damage, leaks, safety concerns, or other facility issues to the supervisor.
- Assist maintenance personnel and outside contractors with campus projects when requested.

QUALIFICATIONS

- General knowledge of janitorial work, plumbing, electrical, and grounds maintenance
- Able to work in outside temperatures
- Ability to provide legible written notes
- Ability to create and maintain lists on shared server
- Must be able to lift 50 pounds
- Availability to respond to school needs during non-business hours if needed
- Background check required
- Strong moral and Christian foundation in accordance with the school's Statement of Faith

SCHEDULE

Tuesday: 8:00 a.m. – 4:00 p.m.

Wednesday: 8:00 a.m. – 4:00 p.m.

Friday: 8:00 a.m. – 4:00 p.m.

Total: 24 hours per week during the school year