

Mount Olive Lutheran Church and School

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Afternoon School Custodian Job Description

Mission:

Keep the classrooms and stairwells of Mount Olive Lutheran School clean.

Knowledge:

Cleaning techniques and equipment; first aid and safety practices.

Ability:

Perform custodial work; understand and follow written and oral instructions; use cleaning equipment safely and correctly.

Qualifications:

- Desire to serve Christ and His body, and to assist in carrying out Mount Olive's mission
- Be dependable, punctual, and have good attendance record
- Be willing to accept supervision
- Be able to maintain composure under stress
- Be able to follow instructions and work with a minimum of supervision
- Be 16 years of age or older
- Be organized and task-oriented
- Be a team player and relate positively to all staff, students, parents and principal
- Be in good health, having necessary vitality and physical stamina

Hours:

Six hours on days when school has been in session

Report to:

School Principal

Performance Evaluation:

The custodian shall be evaluated annually in October using the Mount Olive support staff review form.

General Responsibilities:

- Be responsible for the cleaning of the classrooms.
- Follow cleaning procedures and schedule.
- Consistently strive to maintain a clean and attractive facility.
- Maintain adequate supply of cleaning materials and equipment.
- Report any building maintenance or safety concerns to the Principal
- Pick up trash from garbage cans in the classrooms as required.
- Assume all other duties and assignments deemed appropriate by the Principal.
- Move furniture - including desks, file cabinets, and chairs - to facilitate cleaning.

Essential Responsibilities:

- Be punctual, reliable and dependable
- Follow directions, maintain a quick pace and complete tasks.
- Maintain physical ability and strength to complete expectations of position.
- Demonstrate sound judgment regarding work priorities, problem solving, seeking and soliciting advice.
- Communicate and conduct activity in manner that encourages ministry staff.

NOTE: *The above description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities and requirements.*