



**Job Title:** Custodian  
**Job Classification:** Non-exempt (Full-time, 40 hours/wk.)  
**Supervisor:** Director of Facilities  
**Direct Reports:** N/A  
**Effective Date:** 04/22  
**Approved by:** Director of Operations

**Biblical Principles and Expectations:** All employees proclaim the Gospel of Jesus Christ through their employment, and thereby further LCA's mission of *equipping leaders for Christ*.

## I. Ministry Overview

Legacy Christian Academy, founded in 1967 as Xenia Christian Day School, is a private, college-preparatory, non-denominational PreK-12 school that seeks to equip leaders for Christ. Students meet admissions standards both academically and spiritually. LCA's 540 students come from a 5-county area. LCA is located on the historic site of the Ohio Soldiers' and Sailors' Orphan's Home and facilities include four buildings: two academic buildings, a gymnasium, and a 750-seat auditorium. LCA also uses athletic fields located on the Athletes in Action campus, located within walking distance from the school. LCA is fully committed to maintaining an ethnically/culturally diverse faculty and student body within a biblical community.

## II. Ministry Requirements

- Born-again believer in Jesus Christ, active personal relationship with the Lord Jesus Christ, and committed to a Christ centered lifestyle as stated in the employment contract
- Faithfully attend, year-round, a local church whose fundamental beliefs are in alignment with the LCA Statement of Faith
- Full support for LCA's Mission, Vision, Philosophy of Christian Education, Core Values, and Statement of Faith
- Faithfully uphold LCA in prayer
- Effectively represent Jesus Christ to those within both personal and professional spheres of influence

## III. Position Summary

The Custodian is responsible for the regular care and cleaning of LCA's facilities. The Custodian works closely with school administration to provide for the school's custodial needs in a timely and efficient manner to the glory of God.

## IV. Essential Duties and Responsibilities

Ensure that areas assigned by the Supervisor are adequately cleaned and any maintenance needs are noted. This may include, but not limited to classrooms, bathrooms, and hallways. Attention must be given to completing tasks in an efficient and thorough manner.

### General Custodial Duties:

- Clean facilities to the specifications given by the Supervisor
- Ensure buildings are unlocked or secured as required for the regular school program
- Help with set-up and teardown before and after activities in the buildings and on the grounds
- Attend staff meetings and training programs as deemed necessary by the school administration
- Respond to evening/night alarm calls, if assigned
- Participate in summer work crew duties which include, but are not limited to, stripping, waxing, and buffing hallways and classroom floors

- Other duties as assigned by the Supervisor

#### **V. Position Requirements**

- Demonstrate a heartfelt desire to minister at LCA in this capacity
- Possess a keen eye for detail and be self-motivated and organized
- Know the procedures for dealing with issues of an emergency nature
- Work cooperatively with other custodians, supervisors, administrators, and volunteers
- Ability to speak clearly and concisely in written or oral communication
- Ability to perform duties with awareness of all school requirements and policies
- Be willing to participate in continuing education opportunities that will increase proficiency and job skills
- Obtain an ODE issued certificate to work in an Ohio nonpublic school prior to employment

#### **VI. Knowledge and Skills**

- Must be willing to work on tasks as assigned
- Must be careful and thorough and able to see a task through to completion
- Proficiency with Microsoft Office Suite, particularly with Outlook, Word, and Excel

#### **VII. Education and Experience**

- High school diploma or equivalent is required
- Previous custodial experience is preferred

#### **VIII. Working Conditions / Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate. The employee may be exposed to all weather conditions. The employee may also be asked to participate in outdoor activities with students.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*