



Job Title: Custodian
Job Classification: Non-exempt (Full-time, 40 hours/wk.)
Supervisor: Director of Facilities
Direct Reports: N/A
Effective Date: 06/24
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 575 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

- Full support for LCA's mission, vision, philosophy, core values, and statement of faith
- Passion for building relationships with students, parents, and faculty in a Christian environment with the mission of *Equipping Leaders for Christ*

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:

- Open and close buildings
- Clean offices
- Clean common restrooms
- Clean classroom restrooms
- Empty and dispose of classroom trash containers
- Empty and dispose of office trash containers
- Sweep and wet mop classrooms
- Clean stairwells
- Clean drinking fountains
- Dust window ledges
- Buff hallway and classroom floors

- Mop hallways
- Clean and vacuum cafeteria
- Empty and dispose of cafeteria trash
- Vacuum entry mats
- Dust lockers
- Set-up tables and chairs in cafeteria
- Wipe tables
- Clean windows
- Other duties as assigned by the Supervisor

Participate in Summer Work Crew Duties:

- Stripping hallway and classroom floors
- Waxing hallway and classroom floors
- Buffing hallway and classroom floors

V. Position Requirements

- Demonstrate excellent customer service skills
- Possess a keen eye for detail and be self-motivated and organized
- Know the procedures for dealing with issues of an emergency nature
- Ability to establish and maintain effective working relationships with students, co-workers, volunteers, and the LCA community
- Ability to speak clearly and concisely in written or oral communication
- Ability to perform duties with awareness of all school requirements and policies
- 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.