



ODESSA CHRISTIAN SCHOOL

2000 Doran Drive · Odessa, Texas 79761 · 432.362.6311 · FAX 432.550.7086

www.odessachristian.org

Job Description

POSITION: Janitor/Custodian
REPORTS TO: Principal
SALARY: In accordance with board salary schedule
HOURS: 12 month; Monday – Friday 9:00 a.m. – 4:00 p.m. with 1 hour Lunch

PRIMARY PURPOSE:

To support the school in its stated mission to empower students to love God and to seek His truth by developing their God-given talents and to teach the whole child in a Christ-centered environment emphasizing moral and academic excellence.

QUALIFICATIONS:

Minimum Education/Certification:

High School Diploma or GED

Experience:

2 years of prior experience in building maintenance, preferably in a similar setting.

Other:

Faithful member of the Church of Christ preferred
Comply with school Board and administrative policies
Support and promotion of the mission of OCS
Participate in the business and activities of OCS

MAJOR RESPONSIBILITIES AND DUTIES:

1. Promote and abide by the school's stated mission and vision
2. Maintain building facilities including, but not limited to:
 - Clean and sanitize restrooms/bathrooms using established practices and procedure
 - Clean, dust, and wipe furniture; sweep, mop or vacuum floors; empty/clean wastebaskets and trash containers; refill restroom dispensers
 - Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
 - Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.

- Wash walls and equipment; use ladders when required in work assignments
 - Lock and unlock assigned buildings; secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights
 - Follow instructions regarding the use of chemicals and supplies; Use as directed
 - Perform cleaning and related activities such as removing snow or debris from sidewalks in areas within sixteen feet of buildings using hand-operated or small power equipment
 - Move furniture, equipment, supplies and tools on an incidental basis
3. Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, organizing, and innovation
 4. Attend to emergencies when necessary
 5. Attend school related meetings when appropriate
 6. Report necessary supply orders to office
 7. Assist in the instruction and supervision of students
 8. Assist with inventory control and security
 9. Safely operate all job related equipment
 10. Support and enforce all school policies and safety regulations and guidelines, etc.
 11. Perform other related duties as required

WORKING CONDITIONS AND REQUIRMENTS:

- Location
 - All buildings, classrooms and grounds
- Physical Requirements
 - Exposure to cleaning chemicals, tile, concrete, and carpeted floors
 - Ability to climb ladder, get up and down from floor
 - Some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Ability to lift a minimum of 50 pounds, stand for long periods of time.

The above is intended to describe general purposes and responsibilities and not to represent an exhaustive list of all duties, responsibilities, and skills required