

Job Description: Maintenance Custodian

Date Created:	1/8/2026
Supervisor Name:	Facilities Director
Type of position:	Hourly
Work Schedule:	4-hour shifts, Monday- Friday with possible weekends for events.
Work shift:	4pm-8pm (shift may change, due to school events) * 10-month position / 12-month potential
Closing Date:	As soon as position is filled. (1-person)

Job summary:

- Position is responsible for maintaining center buildings and grounds in top condition by developing work plans to accomplish maintenance and repair activities, assuring the availability of necessary tools, equipment and materials and minimal disruption to daily operation. Perform assembly and minor repair of equipment/furniture, painting, plumbing, lighting, and yard and window maintenance. Develops routine preventative maintenance schedules and maintains inventory.
- Responsible to sweep, vacuum, mop, dust, clean, and disinfect classrooms sinks, restrooms, and common areas. Responsible to dispose of all garbage and disinfect wastebaskets or garbage cans daily.

Required Spiritual Qualities

It is expected that the Maintenance Custodian will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's Declaration of Faith and Doctrinal Statement (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.

Education:

Successful completion of training or certification programs related to position. This could include, but is not limited to, one of the following: High School Diploma, GED, AA, BA, etc.

Required Personal Qualities

It is expected that the Maintenance Custodian will ...

- Sign and live by the school's Lifestyle Statement (attached) as a condition for employment and continued employment in this ministry.
- Possess the necessary customer service and public relations skills to represent the school to vendors and the general public.
- Have knowledge of basic office procedures and methods, including those related to organization and social communications skills and proper office etiquette.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Have the ability to manage multiple tasks simultaneously.
- Valid Washington State Driver's License

Physical and Working Environment Requirements

- Must be able to lift 50 pounds
- Must be able to stand/walk for up to 7-10 hours
- Must be able to sustain a high level of energy
- Bend to perform various tasks numerous times throughout the day
- Stoop, sit on the floor
- Occasionally work occurs in poor weather conditions, including heat, cold, rain, or snow.
- Must be flexible and be able to respond quickly and appropriately to changing situations
- Must be willing to be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of the school