



HOUGHTON ACADEMY

CUSTODIAN

Job Description

General Description:

The Head of School hires the Custodian year-to-year to ensure the cleanliness, safety, and functionality of the Houghton Academy (HA) facilities while serving as an assistant to the Grounds and Custodial Manager, who together seek to support the mission, vision, and values of Houghton Academy (HA).

Ministry Description Summary:

The Houghton Academy employee has a calling to serve God as a minister of the Gospel of Jesus Christ, who is assured of personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, students, and parents, and is a committed follower of Jesus Christ. The employee shows high professionalism and responsibility in fulfilling their ministry as an employee of Houghton Academy.

Reports to:

Grounds and Custodial Manager (GCM)

Evaluation:

Based on this job description, the GCM evaluates the Custodian's performance regularly and annually.

Qualifications:

- High school diploma or equivalent preferred.
- Experience in custodial or janitorial work is advantageous.
- Knowledge of cleaning techniques, equipment, and materials.
- Ability to prioritize tasks and manage time effectively.
- Physical stamina and ability to lift and move heavy objects.
- Attention to detail and thoroughness in performing duties.
- Strong communication and interpersonal skills.
- Willingness to work flexible hours, including evenings and weekends, if required.
- Commitment to maintaining a clean, safe, and orderly environment.

Primary Job Functions and Expectations:

1. Cleaning and Maintenance:
 - Sweep, mop, vacuum, and/or scrub floors.
 - Dust furniture, fixtures, and equipment.
 - Clean and sanitize restrooms, including toilets, sinks, and mirrors.
 - Wipe down surfaces such as countertops, tables, and desks.
 - Empty trash receptacles and transport waste to designated disposal areas.
 - Refill dispensers for soap, paper towels, and toilet paper as needed.
 - Clean windows, glass partitions, and mirrors.
 - Perform minor repairs and maintenance tasks such as replacing light bulbs, fixing leaky faucets, and repairing minor damages.
2. Safety and Security:
 - Monitor and maintain cleanliness of entrances, walkways, and parking areas.
 - Ensure compliance with safety and health regulations.



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- Report any safety hazards, damages, or maintenance issues to the appropriate personnel.
 - Follow established procedures for handling and disposing of hazardous materials.
 - Secure doors and windows at the end of the shift.
3. Communication and Cooperation:
- Coordinate with the GCM to ensure efficient cleaning schedules.
 - Communicate effectively with supervisors and colleagues regarding maintenance needs and priorities.
 - Provide assistance and support during special events or emergencies as required.
 - Uphold a professional and courteous demeanor when interacting with employees, visitors, and vendors.
4. Compliance:
- Adhere to Academy policies and procedures, including those related to safety, cleanliness, and hygiene.
 - Follow instructions and guidelines for the proper use of cleaning chemicals and equipment.
 - Maintain confidentiality regarding sensitive information encountered during duties.

Employee Name (Printed)

Employee Signature / Date