

Job Title: Custodian

Supervisor: Director of Maintenance

Job Summary: Mount Calvary Christian School of Elizabethtown, PA is taking applications for a custodian. Salary for the position will be determined by experience and may also include a tuition reduction for enrolled children.

Job Specifications: To qualify for this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications and requirements listed below are representative of the knowledge, skill and/or ability required. The Custodian will assist the Director of Maintenance in matters pertaining to cleaning/maintenance of the school. Candidates should have an aptitude in cleaning and maintenance procedures as evidenced by education and/or experience and be supportive of the school's purpose and policies.

Minimal Qualifications & Requirements: We seek a committed Christian with previous experience. The Custodian's responsibilities shall include, but not be limited to the following:

- General Cleaning/Maintenance Duties
- Assist the Director of Maintenance with cleaning, maintenance, and stocking of bathrooms
- Assist the Director of Maintenance with cleaning & maintenance of the buildings which includes the floors, carpets, windows, water fountains, pulpits, lights, and furniture
- Assist the Director of Maintenance with setting up and tearing down for all church and school programs
- Assist the Director of Maintenance with periodic cleaning of the gym floor
- Assist the Director of Maintenance with summer painting and touch-up
- Assist the Director of Maintenance with opening and closing for church services, athletic events, and school programs
- Assist the Director Of Maintenance with ordering supplies needed for cleaning and bathrooms

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or Superintendent.

Spiritual Qualifications:

1. Be a born again Christian who possesses a strong Christian testimony and evidence of spiritual maturity.
- 2.. Be in agreement with the school's published doctrinal position.
3. Possess the qualities of Christian leadership and servanthood. Although this individual will not be functioning in a pastoral capacity, we desire that all staff aspire to the highest levels of character (1 Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27 and Mark 9:35).

Working Conditions & Physical Requirements: 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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels speak in audible tones so that others may understand clearly; physical ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Application Process: Interested candidates should visit our website: www.mcchristianschool.com to see if you fit the culture of our school. Please send an initial cover letter and résumé to info@mcchristianschool.com. If you have previously applied to MCCS and we have an application on file, please simply send us an updated resume and cover letter. Selected candidates will then be asked to complete the Non-Instructional Application found on the school website www.mcchristianschool.com.

We are accepting candidate materials starting immediately and will likely be interviewing quality candidates until the position has been filled. Mount Calvary Christian School is certified by the Association of Christian Schools International and the Middle States Association of Colleges and Schools Committee of Institution-Wide Accreditation.

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Mount Calvary Christian School reserves the right to update, revise or change this job description and related duties at any time.