



JOB DESCRIPTION

Job Title: **Maintenance/Custodial Staff**
Responsible to: Maintenance/Safety Director

Job Summary: Maintenance/Custodial staff helps to keep building and grounds in top condition to ensure full and productive use of the facilities.

Work hours:

This is a part time, non-exempt, 12-month position.

Approximately 30 hours a week. All overtime must be approved by your immediate supervisor.

Essential Job Functions:

1. Assist in the following areas under the supervision of the Maintenance/Safety Director.
 - a. Installs, repairs, and maintains machinery, plumbing, physical structure, air conditioning, and electrical wiring and fixtures of school buildings in accordance with manuals, building codes, safety regulations, hand tools and carpenter's, electrician's, and plumber's tools.
 - b. Paints walls, floors, and woodwork and fixtures, using appropriate materials and tools.
 - c. General custodial duties as related to a elementary and secondary school.
 - d. Maintain a clean and safe work area.
 - e. Follows local, state, and OSHA regulations.
 - f. Uses and wears safety and/or protective equipment, as appropriate.
 - g. Adheres to proper cleaning methods, storage, and proper care of equipment and supplies.
 - h. Takes all necessary and reasonable precautions to protect safety, health, and comfort of students, employees, and visitors in the school buildings and grounds.
 - i. Report all accidents and/or potential hazards to the Maintenance Director immediately.
 - j. Performs other duties as assigned by the Maintenance/Safety Director, HOS or their designee.

Qualifications

- Must be at least 18 years of age.
- Experience in building and grounds operations.
- Desire to continue career improvement.
- Ability to read chemical labels, operation manuals, and safety data sheets.
- Must pass pre-employment background check.
- Ability to handle average-weight objects up to 35 pounds and some standing or walking.
- Must be in full agreement with the MVCS Faculty/Staff Handbook including Doctrinal and Lifestyle Statement.

- Must be a born-again believer demonstrating a growing relationship with Christ Jesus and regularly attend a like-minded evangelical church.