



Northland Christian Schools Job Description

Job Title	Custodian
Supervisor	Director of Security
Status	Full-time, 12 month
Location	KC North Campus
Qualifications	High School Diploma

GENERAL DESCRIPTION

The Custodian is a competent leader who is responsible for maintaining a clean, orderly, and safe environment for students and staff.

SPIRITUAL GROWTH

Leads by example in showing the importance of involvement in a Bible-believing church, Scripture memorization, Bible study, prayer, and witnessing

Driven to lead others to accept God's gift of salvation in Jesus Christ and encouraging them to growth in their faith

Seeks to maintain a healthy, Biblical balance between God, family, church, and calling

Models a life characterized by Biblical principles in relation to discipleship, attitude, speech and actions

Manages conflict in dealing with students, parents, staff and administration by employing the Matthew 18 principle

PROFESSIONAL LEARNING SCORE

Stays current in field via conferences, seminars, CEU's, etc.

Knows and follows all Board of Education and Administrative policies and procedures (Staff, Parent/Student, Crisis, and Activities Handbook)

Promotes unity and kindness within the school through participating in meetings, the sharing and receiving of ideas, and maintaining a spirit of collegiality

Effectively and appropriately communicates with students, parents, staff, and administration in a clear and timely manner

Organizes, maintains, and manages every area of their domain; to include record keeping; staff, student, and parent communication; documentation, and calendars

RELATIONAL SCORE

Demonstrates Christ-like love for others within NCS and throughout the community

Accepts and respects each student and assists them in reaching their fullest potential

Exhibits the fruits of the Spirit in their relationships with others

Maintains confidentiality

Promotes the uniqueness of NCS and represents the school in a favorable and professional manner to all

JOB SPECIFIC RESPONSIBILITIES SCORE

Order and stock needed custodial materials and supplies

Clean and sanitize restrooms

Clean building floors by sweeping, mopping, scrubbing, or vacuuming them

JOB SPECIFIC RESPONSIBILITIES SCORE

Clean all mirrors and glass doors

Remove trash in accordance with established procedures

Supervise students responsible for weekly cleaning days

Support and enforce all policies, school wide and governmental such as OSHA, and KCMO health and safety regulations

Other duties as assigned by the Superintendent or his/her designee

Employee Signature _____

Supervisor Signature _____

A custodian's life should reflect that of Jesus Christ.