

Peace Lutheran School and Early Childhood Center, [3161 Lawndale Road](#) in Saginaw Township, is hiring a part-time custodian for its expanded Early Childhood Center. Custodians can work up to 20 hours per week; start date is after May 28. If interested, please contact Peace Lutheran Facilities Administrator, Joel Keup at jkeup@peacesaginaw.org or 792.2581.

Peace Ev. Lutheran Church School and Early Childhood Center

Part-time Early Childhood Custodian Job Description

5/1/2018

Position Title: Custodian; Reports to Facilities Administrator

Time Commitment: Part-time Type of Relationship: Hourly Employee

Primary Function:

To clean, maintain, and secure the school (Lawndale) campus- with particular emphasis on the Early Childhood Center. The work is primarily evening custodial cleaning, with light repair and maintenance.

General Requirements:

- Successful experience in the custodial field
- Knowledge and experience in use of cleaning equipment, chemicals and supplies
- Attention to detail and thoroughness
- Reliability and honesty are a must
- Must possess a valid driver's license and own reliable transportation
- Must be able to submit to and pass a criminal background check
- Must be willing to work evening hours (6-10 p.m.) Monday through Friday
- Able to lift 50 pounds, able to lift small loads to overhead storage
- Being a team player is a must
- Experience working with volunteers is a plus

Specific Responsibilities:

- Report to Head Custodian and/or Facilities Administrator on a daily basis
- Clean and stock public and classroom bathrooms thoroughly on a daily basis
- Clear and/or salt sidewalks when necessary
- Empty trash, recycling, and soiled diaper containers
- Clean and sanitize touchpoints
- Clean windows
- Sweep/vacuum/mop/scrub floors daily
- Strip and wax tile floors periodically
- General light repairs of furniture or cabinetry
- Occasional replacement or repair of fluorescent lamps/ballasts
- Periodic cleaning of air vents, lights and ceilings
- Nightly lock-up for the entire school campus

Common Responsibilities:

In addition, there are certain responsibilities and duties that are appropriate for everyone associated with Peace. This section addresses some of those areas, but not limited to, the following.

Each employee is responsible for his/her actions and decisions to:

- God;
- His/her direct supervisor;
- Peace's members, Senior Pastor, and Board of Directors; and
- The community in which we live and do business.

Each employee has the following common responsibilities and duties:

- To be personally obedient to Jesus Christ on a daily basis;
- To pray for God's intervention in the lives of fellow employees, volunteers, and youth in the following areas;
 - God's prompting in their thoughts and heart; and
 - Their daily submission to His revealed will;

- To protect the proprietary nature of Peace data and products;
- To avoid conflicts of interest;
- To be watchful of how each endeavor affects Peace's witness for Jesus Christ before a watching world, and to then offer genuine, honest counterpoint to any action which might stain such a witness;
- To facilitate a spirit of grace and conciliation in all interactions;
- To offer options, alternatives, and a realistic picture of the ramifications of decisions made;
- To provide accurate guidance for Peace and its members;
- To keep and provide detailed documentation of all funds for financial accountability;
- To provide leadership in creating new ideas regarding ways Peace might minister;
- To be a resource for creative ideas on how Peace might make itself known;
- To be familiar with the software Peace utilizes; and
- To be present at all required meetings