

KCA Custodian - Job Description

POSITION PROFILE

The Custodian is responsible for maintaining a clean, safe, and orderly environment throughout the school and grounds at KCA. The Custodian performs daily cleaning tasks and provides light facility support as needed. This position plays a key role in supporting the school's education and discipleship purpose by ensuring that all facilities are well cared for and conducive to learning and spiritual growth of students.

The Custodian will be a supportive member that at all times works to support the overall ministry of KCA and its Vision and Mission:

KCA's Vision - *to enable all students to achieve their maximum potential in a secure and respectful learning environment where students are challenged to explore God, His Creation, and their place in it and*

KCA'S Mission - *to assist families by providing students with a Christ-centered, biblically directed education which inspires students to pursue excellence in academics, moral character and service to others.*

RELATIONSHIPS

The Custodian is directly accountable to the Principal and takes direction from the Leadership Team and front office staff at KCA. The Custodian will meet regularly with the Principal, and/or Leadership Team as required to assess and determine priorities.

The Custodian will maintain cooperative relationships and support all KCA staff, including teachers EAs and Office Staff.

The Custodian will be a member of JOSH (Joint Occupational Health and Safety) Committee, support external facility users and maintain mutually supportive relationships with the staff at Cranbrook Alliance Church.

QUALIFICATIONS

The Custodian requires excellent time management and organizational skills and should represent as many as possible of the below mentioned characteristics.

- Prior custodial or janitorial experience preferred
- Knowledge of cleaning chemicals and safety procedures
- Ability to work independently and manage time effectively
- Physical ability to lift, bend, and perform repetitive tasks
- Attention to detail and commitment to cleanliness
- Willingness to support the Christian values and discipleship mission of the school
- Ability to be self motivated to achieve objectives
- Devoted follower of Jesus Christ
- Agreement to and signing of the KCA Statement of Faith,
- Conduct yourself as a symbol of the school's culture through modelling attitudes and behaviours that signal to others what is of importance and value.

SPECIFIC RESPONSIBILITIES

- Ensure all school facilities and grounds are maintained to high standards of cleanliness, safety, and functionality
- Complete daily cleaning duties as required in classrooms, hallways, gym office areas and school grounds
- Maintenance and repair of building and grounds

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- Garage disposal
- Indoor and outdoor work in various weather conditions Exposure to cleaning agents and equipment noise
- Requires standing, walking, lifting, and bending for extended periods
- May include occasional weekend or holiday work for special events or deep cleaning
- Health and safety compliance
- Work to support external contractors who come to KCA for facility work
- Communicate facility needs and updates to the Leadership Team
- Support volunteer opportunities for KCA supporters
- Maintain maintenance schedules and repairs
- Support school operations by ensuring classrooms and common areas are prepared for seasonal use
- Support school operations by ensuring preparations are completed for special events
- Other duties as assigned