

# Websterville Christian Academy

*Distinctively Different by God's Design*

## Janitor and Building Maintenance (PT)

### General Statement of Duties:

This position is part time, (25-30 hours per week), at our Church Hill campus.

The part time janitor and building maintenance position is one of great importance. First impressions are everything, and we want our students, teachers, parents, caregivers, and visitors to see, and be able to work in, a clean and well maintained environment. The person in this position would be responsible for assisting the Maintenance Manager in keeping our school clean and functional.

### Specific Duties:

- Performs minor building maintenance as necessary and seasonally appropriate; snow removal, salting sidewalks, ensuring the playground fence is in good repair, maintaining playground equipment and surrounding areas.
- Janitorial services including; ensuring restrooms are cleaned and well stocked, vacuuming stairs and hallways, keeping front and side entrances clean and free of debris, emptying trash and recycling, keeping the janitorial supply closet organized, requesting additional supplies when needed, refilling water coolers, emptying and refilling portable handwashing sinks, and other duties as assigned.
- Processes work orders, maintenance requests and other minor issues as they arise

### Reports to:

Maintenance Manager and Vice Principal of Elementary Education

### Skill Requirements:

- Able to perform light plumbing repairs and maintenance

### Education Requirement:

- High school diploma and two years of experience

### Evaluation:

Performance based evaluation given semi annually by the COO

### Compensation:

The WCA school board conducts all contract negotiations based on the budgetary allocations determined by the budget committee outlined in the WCA bylaws.