



Custodial and Maintenance Supervisor (Full-Time)

Description

Calvary Christian School seeks to teach the whole child the whole truth in every aspect of our school. This position will be one of visibility and accessibility to students, parents, teachers, and the public, and department staff, and needs to be considered a role model for Christian character. The candidate will supervise and assist the after-school custodial staff. The successful candidate will:

- Report to the director of Maintenance and Facilities
- Plans, organizes, and assigns work to the custodial staff to maintain a standard of excellence
- Arrive at 3:00 p.m. and stay until 11:00 p.m.
- Maintain the premises' buildings, grounds, vehicles, and equipment.
- Lock up all buildings after after-school events
- Fulfill maintenance requests promptly and following the system established by the Director
- Set up and take down facilities and equipment for daily and special events.
- Purchase the necessary supplies and materials needed to accomplish the various functions. Keep up-to-date inventory and maintain the supply of frequently used parts and replacement items.
- Exercise control over maintenance expenditures. Make all purchases in the name of Calvary Christian School with the approval of the Director and Business office.
- Acquire and coordinate outside service providers for projects requiring expertise and extensive time commitment after advising and receiving approval from the Director
- Implement, supervise, and follow all OSHA safety programs and regulations.
- When necessary, assist custodial and grounds services in the duties of:
 - Removing trash and debris from rooms, common areas, and outdoor areas

- Keeping public walkways swept and free of debris
- All other duties as assigned

Qualifications

- High school diploma, GED or greater
- Prior experience recommended
- Demonstrate a growing relationship with Jesus Christ
- Meet physical demands of lifting or moving objects of 50 pounds; work in cramped spaces; work at elevations greater than ten feet; walk or stand much of the day; read, understand, and interpret blueprints and schematic drawings.
- Able to work well with others whether receiving instruction, giving direction, or working with a team.
- Have a valid driver's license, good driving record, proper automobile liability insurance, and dependable transportation.
- Have good reasoning skills and possess good judgment

To apply:

<https://calvaryknights.com/> and scroll to the bottom of the page to *Employment Opportunities*