

## Custodial Technician Job Description

Job Summary: The custodial technician will provide part time support services for all school activities and program as relating to maintaining a clean, safe environment including the exterior, interior and mechanical systems and equipment for Wheaton Christian Grammar School. Hours are 20 plus hours a week. Monday through Friday from 4 pm-9 pm.

Reports To: Custodial Supervisor

### Responsibilities

The minimum performance expectations may include, but not be limited to, the following functions/tasks:

- Complete work orders and task assigned to custodial staff
- Participate in training for cleaning procedures, staff policies, and equipment use
- Assist with event set ups and break downs
- Other duties as assigned

### Required Knowledge, Skills and Abilities

- Attention to detail, cleaning procedures, tools and cleaning equipment
- Ability to relate well to others including staff, teachers, and WCGS community of families
- Self-starter, able to work well under pressure and meet deadlines
- Verbal and written skills necessary to communicate with all levels of the WCGS community
- Ability to respond appropriately to emergencies or urgent issues as they arise
- Ability to assess program impact of requests and prioritize work accordingly
- Ability to provide immediate support to changes in program and/or department changes

### Personal Profile:

- Must be a committed Christian who agrees without reservation to the WCGS Statement of Faith.
- Love for God and for people

### Physical Demands:

- Able to access maintenance equipment areas that are not ADA accessible
- Able to lift in excess of 35 lbs.

### Evaluation

The custodial supervisor will evaluate performance on the ability and effectiveness in carrying out the above-mentioned responsibilities.

Applicants should submit an application to: Mr. Peter Lindner, Maintenance Director, Wheaton Christian Grammar School, 1N350 Taylor Drive, Winfield, IL 60190,  
[plindner@wheatonchristian.org](mailto:plindner@wheatonchristian.org)