



Borculo Christian School

Head Custodian/Facilities Manager Job Description

Intro: This candidate will demonstrate their love for God through faithful stewardship of Borculo Christian School's facilities. Through their work, they will help create a safe, clean, welcoming, and well-maintained environment that supports Christ-centered teaching and learning for all students, staff, and families.

Title: Head Custodian / Facilities Manager

Report to: Borculo Christian School Building Principal

Job Goal: To lead and manage all custodial, maintenance, and facility operations in a way that provides a prepared, safe, clean, and orderly environment that supports Borculo Christian School's mission of equipping students for Christian learning and living.

Primary Responsibilities: The ideal candidate will...

1. *Faith & Mission Alignment*
 - a. *Demonstrate a personal commitment to Jesus Christ and active membership in a Church.*
 - b. *Support and reflect the mission, vision, and Statement of Faith of Borculo Christian School in all responsibilities.*
 - c. *View facility care as stewardship of God's resources.*
2. *Facilities Leadership*
 - a. *Oversee all custodial and maintenance operations for the school building and grounds.*
 - b. *Lead, schedule, and support custodial staff and after-school cleaning crews.*
 - c. *Develop and maintain cleaning systems, schedules, and expectations.*
3. *Daily Operations*
 - a. *Ensure the building is clean, safe, and prepared for each school day.*
 - b. *Prepare and maintain outdoor areas as needed (sidewalks, entrances, playgrounds, parking lots).*
 - c. *Monitor building safety, cleanliness, and functionality throughout the day.*
 - d. *Inspect and verify completion of after-school cleaning to maintain high standards of cleanliness and readiness.*
4. *Maintenance & Repairs*
 - a. *Perform routine maintenance and repairs (furniture, fixtures, mechanical systems, etc.).*
 - b. *Coordinate and oversee specialized contractors when needed (HVAC, electrical, plumbing, etc.).*
 - c. *Maintain preventative maintenance schedules for all major systems.*
5. *Grounds & Seasonal Care*
 - a. *Work alongside administration and the building and ground committee to oversee lawn care, snow removal, and seasonal property needs.*
 - b. *Ensure safe and accessible outdoor spaces year-round.*
6. *Event Support*
 - a. *Coordinate setup and teardown for school events (athletics, programs, banquets, meetings).*
 - b. *Work collaboratively with staff and committees to support school functions.*
7. *Inventory & Budget Stewardship*
 - a. *Maintain inventory of custodial supplies and equipment.*
 - b. *Order supplies responsibly and manage within budget guidelines.*
 - c. *Recommend improvements and long-term facility needs.*
8. *Safety & Compliance*
 - a. *Ensure compliance with all local, state, and federal safety regulations.*

- b. *Support and help enforce school safety protocols (including emergency procedures).*
 - c. *Maintain a safe working and learning environment.*
9. *Collaboration & Culture*
- a. *Work collaboratively with administration, teachers, and staff.*
 - b. *Contribute positively to school culture and relationships.*
 - c. *Support school-wide initiatives and programs.*

Principle Tasks: The ideal candidate will...

1. *Execute daily cleaning and inspection routines.*
2. *Manage custodial schedules and quality control.*
3. *Oversee after-school cleaning crews, including scheduling, communication, and performance accountability.*
4. *Perform and/or coordinate repairs and maintenance.*
5. *Monitor building systems (heating, cooling, etc.)*
6. *Maintain organized storage and workspaces*
7. *Respond promptly to facility needs and emergencies*
8. *Support ongoing facility improvements and projects*
9. *This job description is not intended to be all-inclusive.*
10. *The employee may perform other related duties as assigned.*
11. *Borculo Christian School reserves the right to revise responsibilities as needed.*

Key Skills & Qualifications

1. *Strong understanding of custodial and facility maintenance practices*
2. *Ability to lead, organize, and manage systems and people*
3. *Self-motivated, dependable, and solution-oriented*
4. *Strong communication and teamwork skills*
5. *Ability to lift 50 lbs, climb ladders, and perform physical tasks*
6. *The ideal applicant will have experience in maintenance, facilities, or custodial leadership, preferred*

Terms of Employment

1. This position is a 20–30 hours/week or adjusted as needed position.
2. Schedule: Primarily Monday–Friday, following the school calendar with adjustable hours in the summer.
3. Compensation based on experience and responsibilities.

Benefits

1. For teachers who teach more than 50% of their time at BCS, we match up to 3% of their 40 (3)b contributions.
2. For teachers who work more than 75% of the time at BCS, we offer individual health insurance through Priority Health.
3. Teachers who send their children to BCS receive a tuition discount based on FTE.
1. Professional Development Reimbursement: The school will assist teachers with the cost of renewing their teaching certificates and professional growth, up to \$500 per teacher per school year. This amount will be cumulative up to \$2,000 per teacher, over four years. Part-time teachers will receive a percentage of this amount based on their FTE percentage.