



MANSFIELD CHRISTIAN SCHOOL

Title: **LEAD MAINTENANCE/GROUNDS /CUSTODIAL**

Subordination: Reports directly to the Facilities Manager

Overview: The Lead Maintenance/Grounds/Custodial shall:

- ❖ Implement procedures as directed by the Facilities Manager.
- ❖ Maintain the area of the facility assigned and report problem areas to Facilities Manager.
- ❖ Conduct business in a professional manner for the benefit of staff, students, and parents.
- ❖ Develop a positive rapport with parents, students, teachers, and visitors of MCS.
- ❖ Should have the spirit of flexibility and a Christ-like attitude in all that they say and do.
- ❖ Pursue opportunities for personal, professional, and spiritual growth development.

Specific Duties: The Lead Maintenance/Grounds/Custodial shall be responsible:

- ❖ To check in with the Facility Manager daily.
- ❖ To handle the maintenance and upkeep of the building as directed.
- ❖ To check boilers daily from October through March.
- ❖ To complete elevator & fire extinguisher inspection on a monthly basis.
- ❖ To check and replace filters as needed.
- ❖ To mow school grounds and line athletic fields as needed.
- ❖ To keep track of and organize custodial and maintenance supplies, and to report any needs to the Facility Manager.
- ❖ To sweep floors and mop/clean floors as needed.
- ❖ To take trash to the dumpster as needed.
- ❖ To assist in other janitorial duties when needed.
- ❖ Assist in snow removal from sidewalks and entryways during winter months
- ❖ To help the Facility Manager with problem solving regarding the facility and/or grounds.
- ❖ To assist staff when possible and practical with needs at the direction of the Facilities Manager.
- ❖ To report any problems with facility or equipment to the Facility Manager.
- ❖ To lock and unlock building for rentals, activities, and programs during assigned times.
- ❖ To be available for emergency situations.

Policies:

The Lead Maintenance/Grounds/Custodial Shall:

- ❖ Perform all responsibilities in line with board policies and administrative directives.
- ❖ Check with the Facilities Manager if a change in normal practice or policy is involved.
- ❖ Give support and loyalty to the MCS staff, parents, and board at all times.
- ❖ Not have friends or other unauthorized people in building after hours.
- ❖ Perform the duties listed for this position, and in addition, shall perform such other duties as may be assigned from time to time at the discretion of the Facility Manager.

Lifestyle

Expectations:

Mansfield Christian Employee Lifestyle Statement:

Mansfield Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Mansfield Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Mansfield Christian School Statement of Faith expects employees to maintain a lifestyle based on Biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, sexual orientation, transgender identity, or any other violation of the unique roles of male and female (Romans 1:21-27, 1 Corinthians 6:9-20). Mansfield Christian School believes that Biblical marriage is limited to a covenant relationship between a man and a woman (Genesis 2:21-24, Ephesians 5:22-33). It is the goal of Mansfield Christian School that each employee will have a lifestyle in which “He might have the pre-eminence” (Colossians 1:18).