



Omaha Christian Academy: Custodian

Location: Omaha Christian Academy

Reports To: Operations Director

Work Schedule

Work hours are 7:00 AM – 3:00 PM Mondays through Friday when regular school hours are in effect. Work outside of that schedule may be required for unique maintenance events, urgent facility needs or minor snow removal on school grounds.

Job Description

Our mission at OCA is to educate students in light of biblical truth. God's word is woven through our curriculum and guidance at all levels. Employees play a crucial role in upholding our mission and Biblical values in and out of school to pupils, and as an example to parents and fellow faculty/staff/board members in judgment, dignity, respect, and Christian living. All employees are expected to abide by all facets of the OCA Statement of Faith, Christian Philosophy, and faculty handbook.

Job Duties and Responsibilities

- Demonstrate excellent organizational skills, time management, and interpersonal skills.
- Perform ongoing maintenance and minor repairs for small equipment (vacuums, floor cleaners, shop vac), escalating issues to the Director of Operations when necessary.
- Address minor issues and conduct preventative maintenance for HVAC, plumbing and lighting issues.
- Continuously inspecting the school and school grounds to confirm safety standards.
- Cleaning scuffs and spills throughout the day, including bodily fluids.
- Refill paper towels, toilet paper and soap in all school bathrooms.
- Maintain an appropriate inventory of all necessary maintenance, facility and janitorial items, submitting a request and purchase order to the Director of Operations when running low.
- Performing daily lunchroom duties: set up/breakdown of tables and chairs; garbage removal; trash can clean out and liner replacement; sweeping and mopping the cafeteria floor.
- Conduct morning drop off traffic.
- Must be able to read and follow equipment manuals and MSDS.
- All other duties as assigned related to maintaining the cleanliness, safety and working order of the school.

Physical and Mental Demands:

- Must be at least 19 years of age.
- Must have a valid driver's license.
- Must be able to respond quickly in emergency situations.
- Must have a working knowledge of the HVAC, electrical and structural functions of a commercial-sized building.
- Must be able to lift 50 lbs. and move tables, chairs, carts and other school or facilities-related items frequently.
- Must be able to stand, walk and bend frequently throughout the day.