

Job Title: Facilities and Custodial Technician

Location: Harvest Christian Academy - Lantana and Lantana Community Church

Job Overview: The Facilities and Custodial Technician will maintain the cleanliness and functionality of all church and school facilities. This role demands flexibility in hours and a strong commitment to maintaining a safe, clean, and welcoming environment for the church and school community.

Responsibilities:

- Perform daily cleaning tasks according to a scheduled checklist, including but not limited to vacuuming, mopping, dusting, and disinfecting surfaces.
- Manage set-up and tear-down for school and church events, ensuring facilities are prepared for use.
- Conduct minor repairs and maintenance tasks throughout the facility.
- Maintain and restock cleaning supplies and toiletries, ensuring all necessary materials are available as needed.
- Operate cleaning machinery such as floor cleaners, ensuring proper usage and maintenance.
- Support the church's activities on weekends, particularly ensuring readiness for Sunday services.
- Adjust weekly hours flexibly to accommodate special cleaning schedules, particularly during school breaks and summer months.

Physical Requirements:

- Capable of lifting moderately heavy objects, such as chairs and tables.
- Comfortable working with various cleaning chemicals and adhering to safety protocols.

Working Hours:

- Monday through Friday, with variable starting times (as early as 6 AM). Typical end time by 2 PM.
- Occasional Saturday work required; compensatory time off provided during the week.

Compensation:

- \$19.50 per hour.
- Paid Time Off (PTO) is accumulated based on hours worked.
- Optional participation in the school group health insurance plan at own expense.

Reporting Structure:

- Reports directly to the Head of School of Harvest Christian Academy - Lantana.
- Receives additional guidance and task assignments from the school/church secretary.

Qualifications:

- A self-starter with an eye for detail and cleanliness.
- Experience in operating floor cleaning equipment preferred.
- Ability to perform physical tasks and handle cleaning supplies safely.

Performance Evaluation:

- Performance reviews are conducted every six months to discuss achievements and areas for improvement.