



Plaza Heights Christian Academy & The Gathering Baptist Church (Plaza location)

Position: **Building Maintenance Custodian**
Classification: **Full-Time**

Reports to: **Head of School/Pastor**
Schedule: **Monday - Friday & Occasional Weekend Activity**

Mission: Authentically Christian. Academically Ready.

Job Summary

The Building Maintenance Custodian ensures that our facilities remain a clean, safe, and welcoming reflection of Christ's excellence. This role goes beyond manual labor; it is a ministry of stewardship and hospitality that shapes the physical foundation for rigorous learning and spiritual growth. By maintaining pristine classrooms and common areas, the custodian directly serves our faculty and students, allowing them to remain focused on being **academically ready** for whatever God calls them to next.

Employee Profile

Spiritually, the employee shall possess characteristics that reflect:

- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer
- Acceptance without reservation of the PHCA doctrinal beliefs
- Ability to interact warmly and professionally with students, parents, and faculty, serving as a positive Christian witness on campus.

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness



Plaza Heights Christian Academy & The Gathering Baptist Church (Plaza location)

- The ability to listen and respond to counsel

Duties and Responsibilities

Stewardship of Learning Spaces

- **Daily Classroom Care:** Sweep, mop, vacuum, and dust classrooms and offices to provide an optimal learning environment.
- **Sanitation & Hygiene:** Deeply clean and disinfect restrooms, drinking fountains, and lunchroom areas, prioritizing the health and well-being of our school family.
- **Waste Management:** Collect and empty trash and recycling bins daily across the campus.
- **Maintenance of Facility:** Other duties as needed.

The Gathering Baptist Church Responsibilities

- **Office & Restrooms:** Empty trash daily in the church office and office bathrooms. Sweep and clean office carpet bi-weekly or as needed.
- **Sanctuary Bathrooms:** Clean, sanitize, and remove trash in the sanctuary bathrooms.
- **Sanctuary Upkeep:** Vacuum the church sanctuary.
- **Sunday Prep:** Set up the fellowship hall and Pre-K/Sunday school rooms for Sunday services before the weekend.
- **Shared Spaces:** Clean, sanitize, and remove trash in the fellowship hall and Pre-K/Sunday school rooms.

Ministry & Community Support

- **Event Hospitality:** Cheerfully set up and tear down seating, tables, and equipment for chapel services, school programs, athletic events, and community gatherings.



Plaza Heights Christian Academy & The Gathering Baptist Church (Plaza location)

- **Facility Security:** Secure building doors and windows, monitor for maintenance hazards, and ensure a peaceful, protected environment for our students.
- **Seasonal Grounds Care:** Maintain a welcoming exterior by keeping entryways clear of debris, snow, or ice.

Qualifications

Physical & Technical Requirements

- High school diploma or equivalent (GED) preferred.
- Previous experience in school janitorial, commercial cleaning, or building maintenance is a plus.
- **Physically Demands:** Must be able to stand and walk for prolonged periods, climb ladders, bend, and regularly lift **up to 50 pounds**.
- Reliable transportation to and from the campus.

Salary/Benefits

- **Compensation:** \$17.00 per hour.
- **Health Insurance:** Full medical coverage at an employee cost of only \$25 per month.
- **Ancillary Insurance:** Dental and vision coverage are included with the health plan.
- **Disability Coverage:** Short-term and long-term disability insurance provided.
- **Life Insurance:** Employer-sponsored life insurance policy included.
- **Paid Time Off:** Paid Time Off (PTO) for vacation and personal days.
- **Holiday Pay:** Paid holiday time off for designated calendar holidays.
- **Tuition Discount:** Half-price school tuition for the employee's children.