



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.

We are a small community but our staff often find that Rehoboth is a great place to explore a variety of their passions. Whether you are experienced or new, Rehoboth is committed to providing you with support as you get to know the culture of the school and the community. Our custodians are a vital part of providing an excellent Christian education for our students and we are thankful that you are considering this position. We are looking for someone who takes pride in creating a clean, safe and welcoming environment for our students, families, staff and guests. This position is paid hourly.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing adminsec@rcsnm.org.

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for your interest,

Bob Jppel

Executive Director
Rehoboth Christian School



Job Description

Food Service/Administration Building Custodian

Purpose: Food Service Custodian is part of the Food Service team, focusing on keeping the Fellowship Hall bathrooms and facilities clean and attractive

Reports To: Food Service Manager and Administration jBuild

Terms of Employment: Employed part-time up to 38 weeks up to 4 hours per day and additional hours for extra cleaning projects in the Fellowship Hall and one hour per day in the Administration Building four days per week.

Qualifications:

1. Have a love for students
2. Physically capable to handle the demands of the job.
3. Must show the gift of hospitality for all who come in the Fellowship Hall.
4. Committed to working as part of a team.
5. Able to use cleaning equipment correctly.
6. Committed to serving Christ in every situation.
7. Must be able to lift up to 40 pounds.
8. Commitment to the Policies/Philosophies outlined in the Personnel Manual, the Staff Core Commitments and the RCS Faith Statement
9. Must be dependable
10. Must have pride in clean and safe facilities

Responsibilities:

1. Clean floor of fellowship hall and arrange tables
2. Take out trash both inside and outside of fellowship hall and reline
3. Take cardboard to the recycle bin.
4. Clean bathrooms
5. Clean windows and doors
6. Turn on washing machine with soiled aprons and rags
7. Prepare janitorial supplies for renters
8. Wash mop heads as needed
9. Strip and wax floor as needed
10. Take turns with rentals
11. Report to Food Service Director items that need to be ordered or repaired
12. Prep mops, buckets, dusters and rags for cleaning

13. Set up tables and trash/compost stations
14. Clean outside eating areas and building entry areas
15. Clean student microwaves
16. Wipe down and put up tables at end of serving period
17. Dishwashing, sweeping and student supervision when needed
18. Any other janitorial duties as needed by food service manager

Weekly

1. Wash windows
2. Wash mop heads and rags

Occasional

1. Strip, wax and buff floors (once per semester)
2. Substitute dishwasher for kitchen staff when short-staffed
3. Take turns assisting with rentals on off hours

Administration Building (4 hrs/wk)

Weekly

1. Vacuum floors throughout building
2. Take out trash from each office
3. Clean/Disinfect bathrooms
4. Wash entrance windows
5. Dusting and wiping down of surfaces

Updated October 2023