



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.

The day-time custodian is an important role at Rehoboth as the caretaker of the educational buildings on campus. This position requires a person who takes pride in presenting safe and pleasing spaces for students and staff to work in our Pre K-12 classrooms. This position will be part of our four person facility team which strives to make Rehoboth a welcoming space for all. This is an hourly 12 month position.

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



School Custodian (Day Shift) - Facilities Department

GENERAL RESPONSIBILITIES

This hourly 12 month position performs custodial maintenance duties including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms, and minor building maintenance/repair. Reports directly to the Facilities Manager.

This description is not intended to outline every last detail of the custodian's position. It is our hope that the custodian will assume the position of *caretaker* of all RCS educational buildings.

ESSENTIAL TASKS

- Ensure all restrooms are stocked/restocked and maintained; fill all dispensers, clean any messes
- Take out trash from classrooms, offices and restrooms in all buildings
- Take out exterior trash within 20 ft of all buildings
- Maintain entry areas, hallways and stairs of all buildings; clean as necessary
- Set up cafeteria for lunch
- Clean cafeteria after lunch is served (trash, tables, floors, bathrooms and cardboard boxes)
- Submit work orders for major repairs
- Clean administration building (2x week)
- Clean bathroom in maintenance building (2X week)
- Set up chairs, tables and equipment for special events (e.g. chapel, athletic events, concerts)
- Take out trash in and around all buildings throughout the day
- Change light-bulbs in classrooms, and offices
- Assist maintenance staff as needed
- Occasionally responding to unexpected clean-ups as needed
- General deep-cleaning and preventative maintenance/cleaning during summer months

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of cleaning methods, materials and equipment; ability to understand and follow oral and written directions; ability to establish and maintain effective working relationships with associates and school staff; ability to read and speak/understand English.

EDUCATION AND EXPERIENCE

GED or some high school. Some custodial or maintenance experience preferable.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handing, pushing, and pulling. Ability to lift 50 lbs.