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TIGARD, OR 97223  
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WCHSONLINE.ORG

**Organization:** Westside Christian High School

**Title:** Custodian

**Department:** Administration

**Effective Date:** August 2026

**Reports to:** Facilities Director

**Pay Range:** Salaried

**Benefits:** Full Medical and 401(k)

**Purpose for the Position:** The Custodian plays an essential role in ensuring that Westside Christian High School remains a clean, safe, and welcoming environment for students, staff, and visitors. This individual is responsible for daily janitorial duties, facility upkeep, and supporting school events through set-up and tear-down. The Custodian must model a strong work ethic and servant's heart, reflecting the school's mission of intentional discipleship.

### **Essential Responsibilities:**

#### **Daily School Operations Support**

- Prepare and maintain school facilities for daily use, scheduled, and unscheduled events.
- Perform routine custodial tasks, including cleaning classrooms, common areas, restrooms, hallways, and offices.
- Set up and tear down furniture and equipment for events and activities.
- Maintain custodial supplies, equipment, and chemicals in an organized and safe manner.

#### **Maintenance Support**

- Perform light maintenance duties, including replacing light bulbs, minor repairs, and reporting maintenance needs to the Facilities Director.
- Assist with upkeep of hard surface flooring and carpet care (buffing, vacuuming, and steam cleaning as directed).
- Support field and outdoor area upkeep as assigned.

#### **Building Security**

- Lock and unlock doors, windows, and gates as needed to accomplish custodial responsibilities.
- Report any safety or security concerns to the Facilities Director.

#### **Facilities Safety and Compliance**

- Follow established cleaning and sanitation practices to ensure a healthy school environment.
- Identify safety hazards or maintenance issues and report them promptly.
- Support emergency preparedness by ensuring hallways, exits, and safety equipment remain accessible and unobstructed.

#### **Other Duties & Responsibilities**

- This job description is not intended to be all-inclusive. Duties and responsibilities may be added, removed, or modified by the employee's supervisor to meet the evolving needs of the school.
- The Custodian is expected to perform all other duties as assigned.

#### Minimum Requirements / Qualifications / Qualities

- High school diploma or equivalent with at least 2 years of job-relevant experience.
- Ability to work independently with minimal supervision.
- Strong work ethic; motivated, teachable, and servant hearted.
- Ability to organize tasks, problem-solve, and follow through on assignments.
- Physical ability to lift at least 50 lbs and perform custodial labor.
- Strong teamwork and collaboration skills; respectful and professional demeanor.
- A deep, personal faith in Jesus Christ and a commitment to the mission and values of Westside Christian High School.
- Willingness to sign and adhere to the WCHS Statement of Faith.