



**Title:** Assistant Manager of Custodial Services  
**Reports to:** Lead Custodian & Custodial Services Manager  
**FLSA Status:** Non-Exempt  
**Date Created:** January 5, 2024  
**Parameters of Employment:** (Year round, 30+ hours per week starting immediately)  
**Employment Status:** Hourly, at-will

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### **Position Overview:**

The person selected for this position is expected to faithfully employ his/her God-given gifts (i.e. Romans 12:7) to contribute to the mission of Calvin Christian School:

*The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.*

We are looking for a creative, talented person to join our team who knows his/her call by their Lord & Savior Jesus Christ, to serve as a full-time Assistant Manager of Custodial Services (apprentice Calvin Custodial Services Manager) caring for families the way Jesus has called us to love, and who is committed to robust, whole-person, Christian liberal arts education. The successful candidate will be able to articulate a solid understanding of a Gospel-centered (reformed) life, stemming from clear evidence of a maturing, Gospel-centered personal life.

To begin the application process, please complete the following steps as soon as possible; the position will be posted and open until filled:

1. On-line [General Employment Application](#),
2. E-mail the following **required documentation** to [hr@calvinchristian.school](mailto:hr@calvinchristian.school) :
  - a. Cover Letter
  - b. Résumé
  - c. Written statement of philosophy of Christian stewardship in the care and keeping of facilities to support Christ-centered education.
  - d. 2-3 letters of recommendation (one from a pastor who knows your Christian faith well and at least one from a trusted authority who could attest to your work)

**Pay Range:** \$21.27 - \$29.75 per hour

**Hours:** Most days 2PM-8:30PM; ability to flex hours, including an occasional Saturday (never Sunday)

**Benefits Offered:** Insurance: Health, Vision, Dental, Life and Long Term Disability , Flexible Spending Account, Health Reimbursement Arrangement.  
Retirement: 403b with Vanguard

**Other benefits:** Paid time-off (PTO/sick & holidays)

**Spiritual Requirements:**

- Have a personal relationship with Jesus Christ as Lord and Savior, and, per Calvin's mission (and constitution), staff are expected to be members in good standing at a Christian church in-line with Calvin Christian School's Mission Statement, Statement of Faith and school biblical ethics policies (member at a confessionally reformed church such as the URC, CRC, PCA, RCA, OPC ideal).
- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ. Yearning for growth and maturity in Christian faith and living the Christian life (e.g. Living Romans 12 -- personal habits of daily devotion, prayer, Scripture memorization and reflection).

- Integrate Biblical principles and a Christian worldview into all work
- Follow Matthew 18 principles in addressing issues with co-workers, or anyone in the CCS community.

**Required Qualifications:**

- Be supportive of furthering the school's Christian mission and philosophy of faith-based education.
- Write emails, create reports, order supplies online.
- Be willing to submit to and honor the standards outlined in the Employee Handbook and/or the Code of Conduct.
- Ability to follow directions, direct others, and communicate effectively with all staff.
- Ability to speak and read English fluently-especially for the sake of managing chemical labels, etc.
- Basic computer proficiency skills
- Ability to coordinate and schedule work around school events
- Must be authorized to work in the U.S.
- Desire to live and work in [North County San Diego, CA](#)

**Preferred Qualifications:**

- Ability to speak Spanish is helpful
- Passion for ongoing professional development in the field of facility stewardship
- Christ-centered service experiences

**General and Physical Demands of the Position:**

The working conditions and physical demands of this position will be those that must be met to successfully perform the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The physical environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Duties are normally performed in a school environment, both indoors and outdoors. The noise level in the work environment is usually moderate to loud.

- Walking about 4-6 miles per night
- Keeping/processing a Calendar
- Lifting up to 40 lbs, occasionally lifting above head level
- Bending down to do work at floor level
- Twisting about with eg. vacuum and mops, pushing scrubber
- Ability to adapt to changing situations
- Able to perform a perfect nightly lockdown of all campuses
- Manage students during Wednesday Discipline Hour work

**Jobs to be done, but not limited to:**

Vacuuming, sweeping, mopping, pulling trash/recycles, buffing, scrubbing, cobwebbing, window cleaning, blowing sidewalks, cleaning bathrooms, ordering supplies, distributing supplies, managing workers, planning labor needs for events and holiday breaks, locking all doors and setting building security alarms.

**Required Documents for Employment:**

- Complete application documents (see above)
- Must be in good standing with the law as well as current and/or past schools/organizations
- Valid, negative TB test result (4 years)
- Valid California Driver's License
- LiveScan (fingerprinting); FBI and DOJ clearance to work in an educational setting



*"Inviting students to be formed by God's Love in Christ,  
for a life of wonder, worship, work and wisdom."*

(760) 489-6340 | [www.calvinchristian.school](http://www.calvinchristian.school) | [hr@calvinchristian.school](mailto:hr@calvinchristian.school)