



PPCS Full Time Employee - Custodial & Maintenance Technician Compensation and Benefits

Position: Full-Time (40 hours/week); Year round

General Responsibilities: (see Job Description for more information)

Compensation:

\$33,500 - 36,000 yearly salary range for a new to PPCS Employee

- Specific salary determined based on years of qualified experience, education level, and applicable certification.
- July to June (12- month) standard contract (prorated based on hire date)
- Pay available in 24 installments beginning on the 15th or last day of the month after hire.

Benefits:

- Time off:

Paid Sick Leave: 8 days (32 hours) per year. Unused sick leave hours can roll over to the following year of employment, up to 30 days total (240 hours).

Paid Personal Leave: 15 days (120 hours), accrued at 1.25 days (10 hours) a month per year in addition to recognized holidays as contracted.

- Tuition Discount:

Full-time Employee's Children

First Year= 50%

Second and Third Years=75%

Fourth Year and Beyond=100%

A 50% discount applies to Before & After School Care costs.

A 50% discount applies to grandchildren of the staff member.

- Health Insurance

Kaiser HMO 3000 Plan

- School funds 50% of *employee* premium (already subtracted below):

Current monthly rates employee is responsible for (basic plan)

Employee only.....\$279.07

Employee and Children.....\$893.00

Employee and Spouse.....\$954.39

Family.....\$1512.51

Dental:

2 Plans are available. The school does not fund any portion.

- Vision:

A vision plan through Eye Med Vision is available. The school does not fund any portion.

- Retirement:

The school offers a 403B Retirement plan through Franklin-Templeton. The school does not fund any portion.



Pikes Peak Christian School

JOB DESCRIPTION

Title: Custodial & Maintenance Technician

Role: Full-time, year-round, salary

Direct Supervisor: Facility Manager (School Director as needed)

Job Hours: 40 hours per week; approx. 8:00am-4:00pm

Summary: The Custodial & Maintenance Technician serves in the important role of assisting the Facility Manager in maintaining the physical condition of the building and its facilities for the safe, efficient, and effective use of the church and school ministries housed on the property.

Basic Qualifications: Have a relationship with the Lord Jesus Christ as personal Savior.
Ability to prioritize and reprioritize tasks as needed.
Ability to be flexible and willing to accomplish a diversity of tasks.
Support without reservation the purpose statements of PPCS and ECC and be committed to positively upholding the associated ministries.
Ability to lift and move 30lbs or more.
Other qualifications, which the Facility Manager may find necessary.

PERSONAL

1. Be a faithful, financially supporting member of a local church.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
4. Show by example the importance of scripture study and memorization, prayer, and unity in the body of Christ.
5. Be in whole-hearted agreement with the school's Christian philosophy of education.
6. Have the spiritual maturity, ability, and personal leadership qualities to "train up a child in the way he should go."
7. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school dress code policy.
8. Respectfully submit and be loyal to established authority.
9. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
10. Notify the administration in writing of any policy he/she is unable to support.
11. Refuse to use or circulate confidential information inappropriately.
12. Place his/her PPCS role ahead of other jobs or volunteer activities.
13. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
14. Meet everyday stress with emotional stability, objectivity, and optimism.
15. Use acceptable English in written and oral communication. Speak with clear articulation.
16. Make an effort to appreciate and understand the uniqueness of the school community.

PROFESSIONAL

POSITION SPECIFIC

1. Clean the building on a regular daily schedule and for non-planned messes to meet health standards and protect students and staff against viruses and disease.
2. Manage waste disposal in the building on a regular daily schedule.
3. Participate in light/basic maintenance and repair of facilities and equipment as needed.
4. Participation in facility refurbishment and renovations as needed.
5. Aide intra-office moves and major event setup/teardown.

General

1. Cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Maintain a clean, attractive, well-organized workspace.
3. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
4. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
5. Attend and participate in scheduled devotionals, faculty meetings, professional development and workdays, fundraisers, committees, and school-sponsored activities.
6. Know the procedures for dealing with issues of an emergency nature.
7. Inform the School Director in a timely manner if unable to fulfill any duty assigned.
8. Supervise extra-curricular activities, organizations, and outings as assigned.
9. Provide input and constructive recommendations for administrative and managerial functions in the school.
10. Support the broader program of the school by attending extra-curricular activities when possible.
11. Perform any other duties that may be assigned by the School Director.

PURPOSEFUL

1. Reflect the purpose of the school, which is to honor Christ in every activity.
2. Motivate students to grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Integrate biblical principles and the Christian philosophy of education throughout activities.
5. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
6. Follow biblical principles in resolving conflicts with students, parents, staff, and administration.