**Daytime Lead Custodian**

**Position Description**

**Oak Grove Lutheran School**

**Fall 2025**

JOB TITLE: Daytime Lead Custodian

REPORTS TO: North Campus Vice President

REVIEWED: August 2025

**PREAMBLE**

All employees at Oak Grove Lutheran School impact the lives of the young people. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School, to serve as role models for Chrisitan faith development from a Lutheran perspective, to interact with each other in a respectful manner, and to conduct themselves with integrity.

**SUMMARY:**

Oak Grove Lutheran School invites applications to serve as Daytime Lead Custodian, effective with the 2025-2026 academic year. The school opened in 1906 as the Oak Grove Lutheran Ladies Seminary, a high school for girls. Boys joined the student body in 1926. Today, Oak Grove serves approximately 720 students from preschool through grade 12 and their families on two campuses in Fargo. The historic North Campus welcomes students in grades 6 through 12. The South Campus starts the educational experience for many children, opening doors for students from preschool through grade 5.

Oak Grove has been accredited continuously since 1926 by Cognia and its predecessor agencies. The school is approved by the North Dakota Department of Public Instruction.

The governing body is the Oak Grove Lutheran School Board of Regents. The board, in turn, assigns day-to-day operational responsibility to the President. Oak Grove operates in harmony with the faith and confessions of the Evangelical Lutheran Church in America, the nation’s largest Lutheran denomination.

**APPOINTMENT**

**ESSENTIAL DUTIES**

The essential duties and responsibilities are reflected in the following actions:

* Direct, coordinate and oversee the activities of North Campus custodial personnel, provide escort for contractors and vendors as required to successfully execute assigned tasks/events at School.
* Perform custodial and light repair of School property and equipment and recommend replacement of property and custodial equipment. This includes reporting all maintenance issues that arise, organizing and overseeing staff to perform designated tasks, and reporting for outsourcing those repairs that cannot be accomplished by staff, either through outside vendors or Oak Grove volunteers.
* Support the security of School buildings, grounds and equipment.
* Perform or oversee light maintenance of North Campus facilities, including, but not limited to, changing light bulbs, moving school equipment between classrooms and buildings, setting up and tearing down chairs, bleachers, or podiums for school functions, referring for repair equipment and furniture and fixtures to the North Campus Vice President.
* Operate industrial cleaning and maintenance equipment.
* Ensure cleanliness and general upkeep of all facilities and furniture and fixtures, including, but not limited to doors, windows, ceilings, light fixtures, and floors in classrooms, common areas, hallways, and bathrooms.
* Upkeep of grounds and landscaping including mowing and weeding and sidewalk snow removal.
* Other duties as needed and assigned.

**QUALIFICATIONS and REQUIREMENTS**

An individual must be able to perform each essential duty satisfactorily. Requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

**Required attributes:**

High school diploma or equivalent, current driver’s license

Ability to operate a car, van, small truck, and standard maintenance-related vehicles such as a riding lawn mower required.

**Preferred attributes:**

2-3 years custodian experience

Work history in a school setting

Experience towing a trailer and operating a skid steer is preferred

**SUPERVISORY RESPONSIBILITIES**

Oversee and direct activities of North Campus custodial staff

**OTHER SKILLS and ABILITIES**

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision. Ability to drive cars, vans, trucks, and standard maintenance-related vehicles such as a riding lawn mower and skid steer is required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is typically quiet except for machinery noise. Ear protection can be worn and, in some cases, must be worn.

**EVALUATION**

Job performance is evaluated in accordance with Oak Grove policies and established best practices.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals holding this position and may be assigned.

**COMPENSATION and BENEFITS**

Salary offer will reflect the market, experience, and Oak Grove practices. Benefits include health insurance, a 7.5% retirement plan match, optional coverages, life insurance, accidental death and dismemberment insurance, a tuition discount for dependents, lunch on campus, and free admission to most athletic events and student activities. Additionally, Oak Grove faculty, staff, and dependents receive tuition discounts at Concordia College in Moorhead.

**APPLICATION PROCESS**

Candidates should provide a letter of application, a current resume or curriculum vitae, a copy of licensure for the position, and names and contact information for five professional references to:

Nicky Bogenreif

Human Resources and Payroll Manager

Oak Grove Lutheran School

124 North Terrace

Fargo, ND 58102

nicky.bogenreif@oakgrovelutheran.com

Applicant Screening will begin August 27th and continue until a satisfactory candidate is selected.

Application material may be submitted by e-mail or through U.S. mail.

Additionally, any candidate invited to a campus interview must provide applicable transcripts prior to the interview. Transcripts may be submitted with the application material.

**PREFERENCE**

Preference will be extended to candidates who have relationships with Oak Grove Lutheran School.