

Job Description & Qualifications

Position:	Custodian
Department:	Facilities
Incumbent:	
Reports To:	Custodial Supervisor
Supervisor of:	None
Position Schedule	16 hours per week, varied schedule
Position Status	Hourly, eligible for overtime
Issue or Revised Date	September 2, 2014

Purpose

To assist the custodial team in the general cleaning and upkeep of the church facilities. Provide event setup and tear down as directed.

Primary Duties

1. Perform daily pre-assigned work tasks (see list below).
2. Based on the current day's work schedule, perform other work assignments as required.
3. Inform Housekeeping Supervisor or Facilities Manager of maintenance needs.
4. Cooperate with staff, volunteers and guests by providing excellent customer service.

Areas of responsibility may include:

1. Set up and tear down of tables and chairs as needed for room activities.
2. Lock/unlock building, set/disarm alarms on daily basis
3. Ensure Heat/AC, lighting is turned on/off at appropriate times
4. Vacuuming
5. Dusting
6. Window cleaning
7. Empty trash containers
8. Sweep and mop floors
9. Remove marks, smudges, etc. from walls and baseboards
10. Wash tables, chairs, furniture as needed
11. Bathroom cleaning including all toilet fixtures and floors
12. Check and refill paper products and soap dispensers
13. Carpet Cleaning, including spot cleaning as needed
14. Stock supplies in kitchenettes as needed
15. Notify appropriate person when supplies need to be ordered
16. Sweep, vacuum and maintain exterior entry ways

Knowledge and Experience

1. Ability to perform daily tasks without direct supervision.
2. Ability to work well with others under time deadlines and stress.
3. Ability to work in a timely and efficient manner
4. Availability and willingness to work a variety of shifts and hours.
5. Ability to lift 50 pounds.