



## Job Description and Qualifications

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Job Title: **Custodian**  
Department: Facilities  
Incumbent: Open  
Position Status: Part-time, 24 hours per week  
Classification: Hourly, eligible for overtime  
Reports To: Custodial Supervisor  
Supervises: None  
Date: September 1, 2015

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### **Purpose**

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

### **Primary Duties**

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

### **Areas of responsibility may include:**

- Lock/unlock building, set/disarm alarms on daily basis
- Ensure Heat/AC, lighting is turned on/off at appropriate times
- Vacuuming
- Dusting
- Window cleaning
- Empty trash containers
- Sweep & mop floors
- Remove marks, smudges, etc. from walls and baseboards
- Wash tables, chairs, furniture as needed
- Bathroom cleaning including all toilet fixtures and floors
- Check and refill paper products and soap dispensers
- Carpet cleaning, including spot cleaning as needed
- Stock supplies in kitchenettes as needed
- Notify appropriate person when supplies need to be ordered
- Sweep, vacuum and maintain exterior entry ways

### **Knowledge/Skills**

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

### **Education/Training**

- High school graduate or equivalent
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