



Job Description and Qualifications

Job Title: **Custodian – On-Call**
Department: Facilities
Incumbent: Open
Position Status: Part-time, on-call position
Classification: Hourly, eligible for overtime
Reports To: Custodial Supervisor
Supervises: None
Date: September 1, 2015

Purpose

Assist the custodial team in the general cleaning and upkeep of the church facilities. Provide event setup and tear down as directed. Be available on call to fill in during absence of other employees or heavy workload periods.

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 Housekeeping 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
-