

JOB DESCRIPTION
FULL TIME/ DAYTIME CUSTODIAN

POSITION TITLE: Fulltime/ Daytime Custodian
EMPLOYMENT STATUS: Non Exempt, Hourly, 40 hours/ week
Full Benefits
INTENDED HOURS: Monday- Friday: 7 am – 3 pm
REPORTING TO: Facilities Manager
POSITION OBJECTIVE:

To serve the church by providing custodial services and light maintenance and grounds keeping work.

PRIMARY DUTIES AND RESPONSIBILITIES:

- A. Opening the Church
 - a. Disable the alarm system
 - b. Unlock handicap entrance door
 - c. Turn on hall and reception area lights
 - d. Make sure heating/ air conditioning are on/off as appropriate
- B. Room/ Event Set Up
 - a. Pick-up daily schedule from reception desk and review for set-ups/ clean-ups needed
 - b. Open rooms for use as needed.
 - i. Confirm set-ups are correct and adjust as needed
 - ii. Check trash and remove as needed
 - c. Check 2nd floor kitchen- sweep, mop and remove trash as needed
 - d. Check any rooms used the night before and remove trash/ break down as needed
 - e. Assist with special functions as needed
 - f. Check all bathrooms (including the office bathroom) and clean/ add supplies as needed
 - g. Check all hallway trashcans and remove trash as needed
- C. Cleaning
 - a. On a daily basis:
 - i. Vacuum carpets, dust and polish throughout the facility
 - ii. Clean church nursery after use, as needed
 - iii. Clean all rest rooms daily, restock paper products as needed
 - iv. Vacuum carpets, wash tables and chairs in classrooms daily
 - v. Mop floors of classrooms and kitchens after each use
 - vi. Empty kitchen trash daily and clean counters and sweep kitchen as needed
 - vii. Stock cleaning supplies when received and alert Facilities Manager when low
 - b. On a regular schedule established by the Facilities Manager
 - i. Strip and polish floors and shampoo carpets

- ii. Wash windows in heavy traffic areas as needed and all other windows as assigned by the Facilities Manager
 - iii. Perform such other cleaning as assigned by the Facilities Manager
- D. Buildings and Grounds
 - a. Patrol the church grounds to pick-up trash and check for vandalism
 - b. Snow removal and grounds keeping as needed
- E. Maintenance
 - a. Light maintenance, including, but not limited to, painting, carpentry, replacing light bulbs
 - b. Move furniture and assist in installing new equipment as needed
 - c. Other projects as may be assigned by the Facilities Manager
- F. Other
 - a. Cover other custodian's shifts as needed
 - b. Mandatory overtime when needed

QUALIFICATIONS AND QUALITIES:

- Self-starter
- Ability to perform duties without supervision
- Reliability
- Able to take direction
- Good people skills
- English language speaking proficiency
- Able to lift 50 pounds
- Prior custodial experience strongly preferred.

SALARY: Competitive salary based upon experience