



Part-Time Custodian Job Description

JOB TITLE: Part-Time Custodian (20 hours per week afternoons and evenings)
This is a non-exempt position

REPORTS TO: Facilities Manager

MINISTRY DEPARTMENT: Administration and Operations

POSITION LOGISTICS: This is up to 20 hour per week, on-site position

SALARY: \$20 per hour for up to 20 hours per week

BENEFITS: Paid Sick Leave
Up to 12 Paid Holidays per year

POSITION RATIONALE:

Provides facilities set-up, cleaning, security, maintenance and general services.

GENERAL REQUIREMENTS/PREREQUISITES:

- Believer and follower of Jesus Christ with a demonstrated heart of service
- Ability and willingness to work a schedule that includes: Sunday from 8am to 1pm, Monday, Tuesday, Wednesday and Thursday, 4pm–9pm, and special events – i.e. Christmas, Easter, Concerts. Event coverage as needed.
- Physically capable of using safe body mechanics while lifting/pushing/pulling or otherwise moving objects weighing up to 50 pounds, doing repeated set up and tear down of tables and chairs, climbing stairs, ladders and scaffolding, working overhead, standing for long periods of time, squatting/kneeling/bending frequently throughout the course of a work day, utilizing the equipment and supplies necessary to performing custodial work
- Physical and operational skills and experience with methods, equipment, and supplies necessary to perform custodial tasks and operations and basic maintenance and repairs
- Ability to understand spoken and written information presented in English
- Ability and willingness to utilize various communication technologies including radios, smart phones, tablets, computers, email & scheduling software
- Ability to be self-directed and organized in prioritizing work, fully completing work assignments, and meeting deadlines
- Demonstrates communication and interpersonal skills including an approachable and flexible attitude
- Willingness to perform additional duties as needed and assigned
- CPR, including AED, and basic first aid training

UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:

- Ensuring a safe, clean, and welcoming environment throughout the interior and exterior building
 - Interior:
 - o Ensuring all meeting areas within his/her assigned areas are cleaned and stocked with necessary items
 - o Set up, preparation, and tear down for classes, activities, and events
 - Stay up to date on changing needs and conditions by regularly consulting the schedule and reviewing set up requirements
 - o Implement and encourage correct recycling and composting practices church-wide
 - o Routine window-cleaning and dusting in common areas & offices
 - o Periodic floor buffing, carpet/furniture cleaning, and other deep cleaning tasks
 - o Willingness to learn:
 - Periodic wall repairs, paint touch-ups, ceiling tile replacements, light bulb changing, and other deep-cleaning and maintenance matters
 - Exterior:
 - o Grounds, trash pick-up, including keeping entry ways clear of trash and debris
 - o Ensuring drains are free of debris
 - o Landscaping including, but not limited to, weeding and lawn mowing, curb cleaning
- Safety and Security
 - o Serve as first line of security during one's work hours
 - o Keep radio/phone on and operational during all work hours and respond immediately to calls
 - o Nightly security sweep and lock down of facilities
 - o Understanding fire safety and locking systems
 - o Ability and willingness to de-escalate situations with individuals who demonstrate disruptive and other unwelcome behavior or who are in areas of the building where they are not supposed to be
 - o Observing proper chemical handling procedures when working with cleaning agents & update Data Sheet Book
 - o Know locations of and how to operate electric breaker boxes, emergency shutoffs, water & fire panels, elevators
- Additional Expectations
 - o Promptly notifying facilities manager about facilities/grounds damage and malfunctioning/damaged equipment
 - o Notifying proper building staff member when supplies are running low
 - o Coordinating tasks with other custodial staff duties and schedules
 - o Maintaining a flexible and positive attitude in response to frequently changing situations and programs
 - o Performing other custodial and maintenance duties as assigned

Other Skills/Abilities Uniquely Required to Successfully Perform This Ministry:

- Assist volunteers who do general custodial duties, etc.
- Available to help out in crisis
- Handyman, minor repairs as needed
- Custodial equipment maintenance
- Security issues awareness and willingness/ability to respond appropriately to security situations
- Expectation of accepting overtime assignments for church special events
- Willingness to accept overtime assignments related to outside use of church facilities

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:

- Often the first person to welcome members of the congregation and outside guests
- A friendly, welcoming, helpful, hospitable spirit and manner
- Attends staff meetings on a regular basis
- Helps staff church-wide special events

Reviewed by **Employee:** _____ **Supervisor** _____ Date: _____
Signature *Signature*

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.