



Job Description and Qualifications

Job Title:	Custodian (Fill-In)
Department:	Facilities
Position Status:	Part-Time (on-call/fill-in)
Classification:	Hourly, Non-Exempt (eligible for overtime)
Reports To:	Custodial Supervisor
Date:	December 2018

Purpose

To assist the custodial team in the general cleaning and upkeep of the church facilities. Provide event setup and tear down as directed. The Fill-In Custodial position will serve as a backfill for our regularly scheduled custodial staff when they are out sick, on vacation, or for additional support during the busier seasons.

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:

- Set up and tear down of tables and chairs as needed for room activities.
- Lock/unlock building, set/disarm alarms on daily basis
- Ensure Heat/AC, lighting is turned on/off at appropriate times
- Vacuum, dust, clean windows, empty trash containers, sweep and 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 work in a timely and efficient manner without direct supervision.
- Ability to work well with others under time deadlines and stress.
- Ability to lift 50 pounds.
- Ability to read and understand, and communicate effectively in English, both orally and in writing.

Education/Training

- High school diploma or GED required

All employees are required to pass a criminal background check prior to start of employment.

All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.

