

Position Description

Position:	Custodian/Security
Organization:	Accountable to Director of Facilities and IT
FLSA Status:	Non-Exempt – Hourly
Revision:	March 2016

Basic Function:

Responsible for the cleanliness and functionality of all church premises for services, meetings, and Preschool.

Position Responsibilities:

- A. Performs custodial/janitorial functions to accomplish position objectives, including but not limited to the following:
- B. Trash removal
- C. Clean and maintain floors
- D. Wash windows and clean blinds
- E. Vacuum carpets, rungs, and mats
- F. Shampoo carpets
- G. Lemon oil pews
- H. Dust and sweep all indoor areas
- I. Clean kitchens and restrooms
- J. Clean preschool classrooms on Sunday afternoons for Monday classes.
- K. Identifies supply shortages and notifies supervisor of requirements.
- L. Sets up meeting rooms and other church facilities for daily events, providing coffee, as required.
- M. Assists with memorial services and special events.
- N. Cleans exterior common areas, including debris pick-up, sweeping walks, courtyard, parking areas, and minor pruning.
- O. Available for errands, as required.
- P. Performs security functions for facility opening and lock-up in accordance with work schedule.
- Q. Available for weddings, receptions, etc., on a separate compensation basis.

Qualifications:

- This is an entry level position. Previous janitorial experience in an educational or commercial environment is desirable, but not mandatory.
- A positive attitude and good interpersonal skills are a necessity.
- Basic computer knowledge and skills are necessary.
- Must be able to lift 50 lbs.