

## **Custodian Position Description**

**PURPOSE:** To serve the church by providing custodial services to church facilities. Assist the Facilities Manager in related duties as assigned.

**ACCOUNTABILITY:** The Custodian shall be directly responsible to the Facilities Manager who will review performance in accordance with procedures established by the Staff Committee.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- A. Building Maintenance Responsibilities: Each custodian will be assigned specific areas of the building to clean on a regular basis.
1. Cleaning activities in the sanctuary, chapel, school, meeting rooms and offices include:
    - a. Vacuum carpet.
    - b. Shampoo carpet.
    - c. Sweep and mop floors.
    - d. Use static-free mop on wood floors weekly.
    - e. Wax and/or buff floors.
    - f. Dust.
    - g. Empty trash and/or recycle bins.
    - h. Clean pews and racks weekly.
    - i. Clean the white wooden doors twice weekly.
    - j. Clean the class doors twice weekly.
    - k. Polish the brass twice monthly.
    - l. Clean the sinks in those rooms that have sinks.
  2. Responsibilities in restrooms include:
    - a. Sweep and mop floors daily
    - b. Buff floors as necessary.
    - c. Clean inside and outside of commodes and urinals daily.
    - d. Wash urinal walls daily.
    - e. Clean fixtures, mirrors, dispensers, and doors daily.
    - f. Empty trash daily.
    - g. Check paper products and soap daily and restock as necessary.
    - h. Refill the fragrance dispenser as necessary.
    - i. Provide information about inventory of supplies to the Facilities Manager.
- B. Room Set-up Responsibilities:
1. Unlock and lock rooms as appropriate.
  2. Ensure that lights are turned on and off at appropriate times.
  3. Ensure the floors are clean before all setups are started.
  4. Set-up and tear down tables and chairs based on calendar instructions or drawing.
  5. Set-up additional equipment (easel, microphone, slide projector, etc.) based on calendar instructions or drawing.

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6. Provide coffee, tea, water, etc., based on calendar instructions or drawing.
7. Set tables for meals based on calendar instructions.
8. Pull trash and check the floors at the end of the day.
9. Advise the Facilities Manager when the setup has been completed or if there are problems.

### C. Other Responsibilities:

1. Open and close buildings daily, ensuring that lights are turned on and off at appropriate times.
2. Provide information about inventory of supplies to the Facilities Manager.
3. Complete outside projects when assigned.
4. Cooperate with other custodians in completing jobs.
5. Other tasks assigned by the Facilities Manager.

### Other Requirements:

- Must be able to lift 50 lbs. and climb an 8 ft. ladder.
- Must be able to stand, walk, bend, stoop, crawl, kneel, push, pull, reach, lift, and carry objects.

*The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of business demands change.*

### **Core Competencies:**

- **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of my position.
- **Communication:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff.
- **Hospitality:** Generates a sense of hospitality by his/her very presence; communicates a sense of availability, warmth, openness and approachability.
- **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.