

Job Title: Custodian

Reports To: Director of Facilities

Department: Church

Salaried or Hourly: Hourly **Overtime:** X (only when approved by Director of Facilities)

General Purpose:

Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment. Duties may include performing heavy cleaning duties, such as cleaning floors, shampooing carpets, washing walls and glass, and removing trash. Other duties include, but are not limited to, tending to heating and air conditioning (HVAC) systems, performing routine maintenance activities, notifying management of needed repairs and cleaning snow or debris from sidewalks and parking lots.

Essential Duties and Responsibilities:

- Routine cleaning of the entire church building and Preschool classroom
- Clean church floors by sweeping, mopping, scrubbing or vacuuming them
- Gather and empty trash
- Service, clean and supply all restrooms
- Clean and polish furniture and fixtures
- Clean windows, glass, mirrors, using soapy water or other cleaners, sponges and squeegees
- Dust furniture, walls, machines and equipment
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications
- Steam-clean or shampoo carpets
- Strip, seal, finish and polish floors
- Monitor building security and safety by performing such tasks as locking doors after operating hours.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks or dollies.
- Mow and trim lawns and shrubbery, using riding or walking mowers and hand and power trimmers and clear debris from the grounds
- Notify the Director of Facilities concerning the need for minor or major repairs
 - May be required to repair drywall, paint and other maintenance items
- Remove snow from sidewalks, driveways, and parking areas using snowplows, snow blowers and snow shovels and spread snow and ice melting chemicals
- Requisition supplies and equipment needed for cleaning and maintenance duties
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facility for events such as banquets and meetings.
- Spray insecticides and fumigants to prevent insect and rodent infestation
- Reports and responds to emergency calls for custodial assistance
- Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories which may require the use of a 40' lift
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems under the direction of the Director of Facilities
- May serve as a lead worker in the absence of the Director of Facilities
- May direct the work of a student assistant or other short-term employee(s)
- Maintain VIRTUS compliance

EMPLOYMENT STANDARDS

Must maintain a good attendance record, be reliable and conscientious of work completed.

Ability to:

Work with pesticides, safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around public and volunteers; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

Knowledge of:

Methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care.

Minimum qualifications:

Education:

Graduation from high school

Experience:

At least two years of custodial experience. Knowledge of electrical, plumbing and carpentry is preferred.

WORKING CONDITIONS

Physical demands:

The Custodian is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers/scrubbers, sweeping and mopping floors and moving tables, chairs and other furniture. The incumbent is required to do a great deal of stretching and bending, often in awkward positions. Must be able to lift as least 50 lbs.

Special Requirements:

Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions. Some work may occasionally require after hours or weekend assignment. Must have a valid driver's license and the ability to be insured under our commercial automobile policy as an insured driver.

Other Duties: This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. *It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.*