

Custodian Job Description (part time estimated 20 hours per week)

Performs

- 1 Routine church cleaning: vacuuming after church events, bathroom cleaning, trash.
- 2 Seasonal cleaning tasks: carpet cleaning, hard floor treatments, window cleaning
- 3 Routine grounds tasks: flowers, yard pick-up, watering, entrances and walkways.
- 4 Routine maintenance tasks: batteries, light bulbs, pest control
- 5 Special maintenance tasks: painting touch-up, closet organizing

Qualifications

- 1 Ability to take initiative in completing tasks.
- 2 Ability to climb ladders and stairs; ability to lift at least 50 pounds
- 3 Ability to develop constructive relationships with staff and church members.
- 4 Experience with commercial cleaning procedures and "handyman" tasks preferred.

Specific Responsibilities (Including but not limited to):

- 1 Vacuum carpets, dust mop hard floors, dust windowsills and shelves, and clean and sanitize bathrooms on at least a weekly basis, and after every church event as needed. Clean up spills promptly.
- 2 Clean kitchens weekly: clean sinks; mop floors.
- 3 Collect trash and properly sort into landfill, recycling, and organicycle; break down cardboard boxes; roll carts to the road on designated days.
- 4 Restock soap, toilet paper, paper towels, tissues, hand sanitizer, etc. as needed.
- 5 Per annual and semi-annual schedules, coordinate with outside contractors to have carpet cleaned, floors cleaned and waxed, windows washed, and light-fixtures dusted.
- 6 Clean ovens and refrigerators semi-annually.
- 7 Wash walls in high traffic areas annually.
- 8 Replace batteries in clocks, smoke detectors, etc. Replace light bulbs as needed.
- 9 Manage pest control: mice, ants, etc.
- 10 Work with facilities coordinator to clean up after contractors doing work on the building.
- 11 Work with facilities coordinator on small painting and caulking projects as time permits.
- 12 Work with facilities coordinator and office administrator on closet and cabinet cleaning and organizing as time permits.

- 13 Work with facilities coordinator and office administrator to maintain a "tight ship."
- 14 Assist with event preparations when appropriate (as part of the staff team)
- 15 Grounds keeping: sweep/blow out entrances before weekday events and Sunday services
- 16 Grounds keeping: apply ice melt if needed to walks and entryways (beyond contractor services)
- 17 Grounds keeping: plant flowers in the spring and maintain them over the summer with weeding, watering, and fertilizer.
- 18 Grounds keeping: manage sprinklers for north playground and memory garden, water potted plants, monitor soakers and underground (adjust days/frequency as needed).
- 19 Grounds keeping: pick up and organicycle fallen branches/sticks (after storms especially).
- 20 Grounds keeping: pick up trash along the adjacent roads and on the grounds, pick up animal feces on the grounds.
- 21 Grounds keeping: apply deer repellent to vulnerable flowers (Hosta, Tithonia, Sweet Potato Vine)