



JOB DESCRIPTION

Custodian

Full-time and/or Part-time

Brief description

The position of Custodian is responsible for maintaining the cleanliness of all church buildings and the surrounding grounds. The position of Custodian duties include, but not limited to: Vacuuming floors, sanitizing restroom facilities and collecting trash to ensure the building's occupants have a clean space.

Job Duties and Tasks

- 1) Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- 2) Gather and empty trash.
- 3) Service, clean, and supply restrooms.
- 4) Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- 5) Monitor building security and safety by performing such tasks as locking doors after operating hours.
- 6) Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- 7) Notify managers concerning the need for major repairs or additions to building operating systems.
- 8) Requisition supplies and equipment needed for cleaning and maintenance duties.
- 9) Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- 10) Spray insecticides and fumigants to prevent insect and rodent infestation (**can spray only**).
- 11) Clean and polish furniture and fixtures.
- 12) Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- 13) Dust furniture, walls, machines, and equipment.
- 14) Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- 15) Steam-clean or shampoo carpets, as needed.
- 16) Strip, seal, finish, and polish floors.
- 17) Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment (under supervision only).

Job Activities

1) Perform General Physical Activities -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

2) Handling and Moving Objects -- Using hands and arms in handling, installing, positioning, and moving materials.

3) Repair and Maintain Mechanical Equipment – Basic servicing, repairing, adjusting, and testing devices, or equipment to maintain normal operation.

4) Inspecting Equipment, Structures, or Material -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

5 Getting Information - Observing, receiving, & otherwise obtaining information from all relevant sources.

Qualifications and requirements

- A college degree or equivalent;
- Ability to give full attention to what other people are saying and to adjust actions in relation to others' actions;
- Ability to train others.

Competencies (in order of importance)

- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity — Job requires being honest and ethical.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Lines of communication

- [Report directly to the Church Administrator.](#)