

Position Description Custodian – Maintenance Team

Job Title: Custodian

Reports to: Maintenance Supervisor

FLSA Classification: Non-Exempt, part time

SUMMARY OF POSITION

The Custodian participates in cooperation with other maintenance team members and will ensure that all publicly accessible areas of the church are clean and ready for use by the congregation, school and other staff. Responsibilities include moving furniture; sanitizing multiple surfaces; making minor repairs; vacuum, sweeping, and scrubbing floors; restocking items, such as toilet paper, paper towels, and other supplies; cleaning restrooms, kitchen and public spaces; landscaping; and emptying and hauling trash and supplies. In addition the custodian may also participate in maintaining supply inventory, communicating purchase requests, and assists with set-up and preparations for events, such as weddings or funerals.

The Custodian is expected to be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate. The Custodian is expected to be knowledgeable about proper chemical handling and cleaning techniques and have the ability to make basic repairs, including plumbing and electrical work. The Custodian will be expected to provide an attitude of welcoming hospitality.

Custodian Responsibilities: In partnership with other maintenance team members and under the direction of the Maintenance Supervisor, attention will be given to assigned and observed task that facilitate:

- A. Maintaining clean church and school facilities by performing daily sanitation and cleaning duties and daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms.
- B. Working with other maintenance team members and church staff to ensure that all areas are cleaned and stocked with necessary items.
- C. Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
- D. Performing maintenance, such as changing light bulbs and restocking bathrooms, and making repairs.
- E. Assisting with event preparations, set-up and clean up.
- F. Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished.
- G. Interacting with church staff and visitors in a respectful, positive manner, that creates an environment of welcoming hospitality.

Custodian Requirements:

- A. High School Diploma or equivalent.
- B. Custodial experience or training may be required.
- C. Understanding of cleaning techniques and safety procedures.
- D. Ability to lift up to 50 lbs. and pass a background check and pre-employment drug screening.
- E. Strong communication, comprehension, and interpersonal skills.
- F. Flexibility to adjust their schedule to suit the needs of the church.
- G. Motivation to work independently or with others to provide thorough, efficient custodial services to the church.
- H. Responsible for carrying a two way radio at all times
- I. Complete daily work schedule assignments on a routine basis.
- J. Responsible for current days custodial duties as per "Church Custodians daily work schedule"
- K. Responsible reporting of all broken, unsafe, damaged or dangerous equipment and/or Church property immediately to Supervisor.
- L. Responsible for the "energy efficient" use of lighting, fans, motors and Church equipment are turned

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off at the end of the work day.

- M. When shift warrants, responsible for opening or closing procedures.

SALARY & VACATION

- A. The custodian is a part-time position limited to 29 hours per week. Benefits are limited to pro-rated vacation and sick time and voluntary participation in supplemental and 125 plan self-pay policies. No employer health insurance is provided.
- B. The custodian shall have paid vacation each calendar year, consistent with policy as specified in the Employee Handbook. The time shall be arranged in consultation with the Maintenance Supervisor.
- C. Sick pay shall be paid as specified in the employee handbook and prorated to the percentage of full-time hours worked.
- D. All Absences shall be subject to approval of the Maintenance Supervisor.

COMPETENCIES

- A. Demonstrates a consistent and enthusiastic commitment to Jesus Christ and supports the mission of FPC, Ladle Ministry and City Tree Christian School.
- B. Able to perform routine preventive and minor corrective maintenance on FPC equipment .
- C. Follows the guidance provided by the designated staff member(s) and supervisor.
- D. Dependable, organized and self-starting.
- E. Able to successfully work independently.
- F. Strong oral communication skills.
- G. Ability to communicate effectively, both orally and in writing, in the English language in order to communicate with FPC Staff, congregation members and school families.
- H. Good reading comprehension skills.
- I. Effective communicator with volunteer and coworkers and participants in FPC Ministry programs.
- J. Demonstrate ethical conduct.
- K. Team oriented.
- L. Able to work collaboratively with a wide variety of people.
- M. Able to work with others, maintaining a friendly and cooperative attitude.
- N. Effectively promote and maintain the church's good image in a gracious and cordial manner when interacting with congregational members and visitors to FPC.
- O. Capable of balancing and prioritizing workload to successfully execute goals in a timely manner.

REQUIRED EDUCATION AND EXPERIENCE

- A. Education: high school diploma.
- B. Must have experience in general maintenance, janitorial, and custodial duties.
- C. Must have a current valid license to drive in the State of California and insurance.

ENVIRONMENTAL CONDITIONS

- A. Indoors in normal office environment with exposure to excessive noise, dust, fumes, vibrations, and temperature changes at least seventy-five percent (75%) of the time.
- B. Outdoors in urban environment at least fifty (50%) of the time in all seasons and weather.
- C. Occasional computer use at workstation up to half hour at a time.
- D. Frequently work at fast pace with unscheduled interruptions.
- E. Responsibilities occasionally may require an adjusted work schedule; evening and weekend hours are required.
- F. Moves from one work location to another.

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- G. Public contact position requiring appropriate apparel.
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PHYSICAL DEMANDS

- A. Mobility within the church facilities including using stairs from floor to floor while carrying equipment.
- B. Ability to lift, sit, stand, walk and bend.
- C. Moves from one work location to another.
- D. Ability to lift 50 pounds.
- E. Access information using a computer.

EQUIPMENT

- A. Various janitorial and maintenance equipment including but not limited to mops, brooms, backpack vacuum cleaner, backpack pressure sprayer, floor cleaning equipment, golf cart, industrial vacuum cleaner, and others.
- B. Multiple cleaning and sanitizing supplies
- C. Desktop or laptop computer for communication
- D. Telephone and walkie-talkie

POSITION TYPE/EXPECTED HOURS OF WORK

- A. This is a part-time position expected to be with an average of 10-25 hours per week. Days and hours of work can be discussed with the Supervisor. However, working on weekends and evenings is required.
- B. Benefits provided include paid vacation, sick days, and holidays.
- C. Other benefits, as applicable, in accordance with the Personnel Manual.

TRAVEL

Local area travel is expected for this position.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The responsibilities summarized in this job description may be revised by the Maintenance Team Supervisor, Facility and Personnel Ministry Teams, Finance Manager, Church Administrator, Office Manager or Senior Pastor at any time.