



CHURCH CUSTODIAN
FULL TIME (38 - 40) FLSA STATUS: NON-EXEMPT

PRIMARY FUNCTION:

To perform cleaning and maintenance tasks assigned for the upkeep of the church campus; all buildings and grounds.

SUPERVISION RECEIVED:

Serves under the direction of the Director of Facilities and Property Management.

QUALIFICATIONS:

High School Graduate. The ability to safely lift 50 lbs. Must have a valid Florida driver's license with a clean driving record. This position will mainly work an afternoon – evening shift: 2pm till 10pm Monday – Thursday, with an hour dinner break; and Sundays from 2pm till 10 pm, with an hour dinner break. This position will require flexibility in work schedule due to varying church functions.

EXPERIENCE:

Previous facility care or custodial experience required.

SKILLS:

- Basic knowledge of facility systems and basic standards of cleaning.
- Basic mechanical and technical knowledge needed.
- Ability to follow directions and perform tasks in an organized manner.
- Good communication skills, both verbal and written.
- Ability to maintain good rapport and communication with other staff, church participants and the general public.
- Must work well under deadline constraints.
- Ability to maintain confidentiality.

MAJOR RESPONSIBILITIES:

1. Responsible for the daily upkeep of assigned facility areas including:
 - a. Emptying trash
 - b. Vacuuming
 - c. Cleaning whiteboards in classrooms.
 - d. Cleaning tables and chairs in classrooms.
 - e. Thoroughly cleaning restrooms, including sinks, mirrors, toilets, stalls and floors. Floors must be swept before they are moped.
2. Thoroughly clean Sanctuary, Narthex and Balcony.
3. Perform room set-ups as required for scheduled events.
4. Closing and securing the facilities.
5. Weekly cleaning projects such as air vents in rooms, stairwells, staff offices and all entrances into the main building.

6. Weekly floor care with appropriate floor machines as needed.
7. Perform general maintenance tasks as assigned.
8. Assist with vehicle maintenance.

Note: The responsibilities identified above are not intended to be all-inclusive. There are numerous tasks essential to the successful fulfillment of our mission; therefore an employee may be assigned other related projects by their supervisor or Personnel Committee.

Terms of Employment:

At-Will, Regular, Full-time non-exempt

Evaluation:

Performance will reviewed initially after 90 days of employment and then annually.

Employee

Date

Supervisor

Date

This job description does not constitute an employment contract and may be changed as necessary.