



## **PART-TIME CUSTODIAN**

**FLSA: NON-EXEMPT (20 HOURS)**

**Primary Responsibility:** This person performs a variety of custodial, cleaning and general maintenance functions to maintain and care of the church's facilities.

**Supervision:** This position is supervised by the Facilities Supervisor

### **Responsibilities:**

- ✓ Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner
- ✓ Clean offices, meeting chambers and recreational facilities
- ✓ Mop tile and concrete floor areas
- ✓ Vacuum all carpeted areas
- ✓ Dust all furniture and fixtures as required
- ✓ Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures
- ✓ Clean all mirrors
- ✓ Replenish toilet tissue and soap as needed
- ✓ Empty all waste baskets and garbage cans
- ✓ Place garbage in outside storage bin
- ✓ Clean entrance and exit including glass, doors and hardware
- ✓ Keep outside area near exit and entrance clear of debris
- ✓ Clean, wash and disinfect water machines
- ✓ Wash all finger marks from walls, doors, hardware and glass
- ✓ Perform and/or report minor maintenance repairs
- ✓ Clean kitchen sinks and counters if needed
- ✓ Report damages and acts of vandalism
- ✓ Wash and buff floors with floor polisher along with carpet extraction
- ✓ Wash entrance and exit floors
- ✓ Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff or volunteers
- ✓ Perform other related duties as required

### **Qualifications:**

- ✓ The ability to read, write and understand English
- ✓ Hours: Must be able to work evenings, Saturdays and Sundays
- ✓ A valid Florida state driver's license and a minimum age of 18
- ✓ Passing a background check clearance and drug test
- ✓ Physical ability to walk 100 yards independently, lift 50 lbs. independently and 100 lbs. assisted, climb flights of stairs repeatedly, ability to climb ladder (minimum 2<sup>nd</sup> level), standing / walking for the majority of the work day.

**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 Head of Staff.

**Terms of Employment:**

At-Will, Regular, Part-time, Non-exempt

**Evaluation:**

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

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Employee

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Date

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Human Resources

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Date