



Job Description

Position: Custodian

Reports To: Facilities Director

FLSA: Non-Exempt

Job Type: Part-Time

POSITION OVERVIEW: The Custodian maintains a clean environment for all staff, visitors, and congregants. The custodian assists the Facilities Director in ensuring all facilities and church property are safe.

EDUCATION AND EXPERIENCE:

- High School Diploma
- 1 year of previous experience working as a custodian or in a housekeeping role
- Valid Illinois Driver's license

ESSENTIAL SKILLS AND ABILITIES:

- Knowledge of proper cleaning methods and attention to detail
- Ability to stand for long periods of time, push industrial vacuums and climb ladders when necessary
- Manage multiple tasks simultaneously
- Communicate effectively verbally, and in writing
- Maintain effective working relationship with other people
- Maintain confidentiality and professionalism at all times
- Ability to lift and carry up to 50 pounds

RESPONSIBILITIES

- **Utilize flexible hours to accommodate special cleaning for weekend and evening events.**
- **Communicate with Facilities Director regarding need for more supplies, water leaks, equipment or building repair, health and safety hazards, and other facility needs.**
- **Follows and completes daily, weekly, and monthly cleaning schedule (see tasks lists).**
- Clean and sanitize all restrooms using established guidelines.
- Empty interior and exterior garbage cans as directed.
- Vacuum and clear all entrances and common spaces.
- Dust, wash and sanitize all frequently used surfaces.
- Vacuum all carpet in classes, hallways and offices. Dust/wipe down furniture, whiteboards, clean all wastebaskets and ensure rooms are clean and safe for church activities.
- Assist with setup of facilities for meetings, classes, funerals, weddings, and special events as needed.
- Lock and unlock buildings as needed. Secure building when facilities are not in use. Check for unlocked doors and windows and report any concerns to the Facilities Director.
- Wash and clean equipment as appropriate. Safely operates all job-related equipment.
- Maintain positive working relationships with congregants, ministry leaders, volunteer teams, outside vendors and contractors.
- Inspects all church buildings and grounds on a regular basis to ensure high standards of cleanliness and safety.
- Assist in cleaning other buildings and church property as needed.

- Participates in classes, training, and meetings as required regarding cleaning methods, techniques and safety standards.
- Clean exterior entrances as requested.
- Light painting as requested.
- Perform related duties as required.

COMMUNITY IMPACT: The Custodian represents the church when working with congregants, ministry leaders, volunteer teams, outside vendors, and contractors.