

CUSTODIAN (Up to 20 hours/week)

The Custodian Reports directly to the Lead Pastor. This position averages 10-20 hours per week; not to exceed 40 hours in a 2-week period. The starting hourly wage range is \$16.28-\$17.72

Position requirements:

- A. This position requires the ability to lift at least 20 pounds and to use a step ladder,
- B. to work on one's feet,
- C. be available to be on call on Sunday mornings,
- D. the ability to manage one's time,
- E. and the ability to communicate with Pastoral and Administrative staff concerning Custodial needs.

Responsibilities of the Custodian include:

- A. General Cleaning
 - a. Clean all bathrooms.
 - i. Stock paper products (toilet paper, paper towels, Kleenex, etc.), soap, and hand sanitizer,
 - ii. refill air fresheners as needed,
 - iii. stock feminine hygiene products in women's restrooms,
 - iv. stock urinal cakes and mats in men's restrooms,
 - v. clean toilets, sinks, countertops, and mirrors,
 - vi. general dusting,
 - vii. empty trash cans,
 - viii. sweep and mop floors.
 - b. Vacuum carpets (C-Building stairs on as needed basis).
 - c. Clean staff offices.
 - i. Vacuum,
 - ii. wipe surfaces,
 - iii. empty garbage and recycling.
 - d. Clean kitchen.
 - i. Stock paper products, soap, and hand sanitizer,
 - ii. clean countertops,
 - iii. empty trash and recycling,
 - iv. sweep and mop floors,
 - v. wash used towels.
 - e. Clean or sanitize all appropriate hard surfaces (countertops, tables, whiteboards, etc.).
 - f. Take out all trash and recycle (leave extra trash bags in bottom of trash can).
 - g. Clean A-Building glass doors on a bi-weekly basis with spot cleaning as needed. Clean lower lobby windows as needed.
 - h. Clean air vents as needed.
 - i. Stock products as needed (paper, soaps, sanitizers, Kleenex, cleaning supplies, gloves, trash bags, air fresheners).
 - j. Monitor supplies (cleaning and coffee) and communicate ordering through Administrator.
- B. Sunday morning on-call responsibilities (not to exceed 30min per call)
 - a. Be available for facility issues needing immediate response.
- C. Deep cleaning
 - a. Work with Campus and Facilities Manager to maintain a deep cleaning schedule during spring and summer.
 - b. Assist with special cleaning projects in spring and summer.
- D. Set-up chairs in worship center/sanctuary weekly.
- E. Maintain a regular cleaning schedule in coordination with ongoing ministry activities and events.