



CUSTODIAN – JOB DESCRIPTION

The Custodian is responsible for keeping the church building ready for worship and study and keeping the property clean and presentable for church family use. The Custodian needs to have flexibility and may work days or evenings to provide facilities assistance during activities or events. Additionally, the Custodian is expected to provide security-related duties, and is expected to secure the buildings when evening activities have been completed.

<u>Classification</u>	<u>Average Work Schedule</u>	<u>FLSA Status</u>	<u>Department</u>
Part-Time	Up to 24 Hours/Week, On Call for Special Events and Departmental Coverage	Non-Exempt	Facilities

STATEMENT OF EXPECTATIONS

Salem Evangelical Church (SEC) expects all employees to comply with the responsibilities of their assigned position to the highest degree of performance by:

1. Adhering to the Church's policies and supporting Management decisions and goals in a positive, professional manner;
2. Possessing a strong and growing personal commitment to Jesus;
3. Representing SEC with a high level of integrity and professionalism;
4. Demonstrating willingness to adapt to changing business needs and deadlines;
5. Possessing a work ethic that includes neatness and punctuality;
6. Exhibiting a professional, businesslike appearance and demeanor;
7. Demonstrating knowledge of and adherence to SEC's equal employment opportunity (EEO) policy and practice by: treating all individuals with respect; displaying sensitivity for cultural differences; educating others on the value of diversity; promoting a work environment free of harassment of any type; contributing to the construction of a diverse workforce; and supporting affirmative action; and
8. Performing the essential functions of the **Custodian** safely, without endangering the health or safety of self or others; reporting unsafe or potentially unsafe conditions; complying with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

ESSENTIAL FUNCTIONS

1. Responsible for ensuring regular and direct communication with the designated supervisor regarding work standards, performance, event setups and teardowns, cleaning activities, and inspections via phone messages, message's left in employee boxes, or direct phone contact.
2. Set up rooms for programs by moving chairs, tables, projectors, dry boards, etc.
3. Responsible for cleaning restrooms, including duties such as: cleaning sinks, urinals, toilets, floors, walls, mirrors, ceilings, etc., checking and restocking toilet paper, paper towels, soap dispensers, etc., and emptying waste paper receptacles.
4. Responsible for cleaning common areas such as lobby, sanctuary, hallways, etc. to include vacuuming, cleaning tables, walls, windows and hard surfaces as needed. This also includes picking/tidying up and spot cleaning the Worship Center and Sanctuary.
5. Assist volunteers in moving items, setup, teardown, replacing lightbulbs, and other duties as needed.
6. Perform light maintenance repairs such as; painting, fixing a leak, replacing light bulbs etc.
7. Perform light clean up / maintenance such as; cleaning outside windows, picking up litter etc.

ADDITIONAL RESPONSIBILITIES

1. Deep cleaning as needed.
2. Facility lock-up.
3. Perform other duties as assigned by the designated supervisor.

INTERACTION AND ENVIRONMENT

Work areas are typically inside in a climate-controlled environment with light to moderate background noise. Balance of time is spent outside, working around the Church facilities.

Position works with chemicals including disinfectants, glass cleaners, and other mild chemicals used to disinfect restrooms and hard surfaces.

Reports To: designated supervisor for daily assigned work.

MATERIAL AND EQUIPMENT USED:

Hand Tools

Telephone

Broom, Dust Pan, Mop

Power Tools

Voicemail

Cleaning Rags, Carts

Vacuum Cleaner

Step Ladders

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

SEC complies with the Americans with Disabilities Act (ADA) and will strive to make reasonable accommodations in order to enable individuals with disabilities to perform the essential functions of their job. The expected physical demands of the position are described below.

1. This position requires the employee to spend approximately 100% of his or her time moving around the facilities and work areas.
2. This position requires the employee to effectively communicate with coworkers, customers, and outside agencies, by telephone and in person.
3. This position may require the employee to transport, with or without assistance, up to 50 pounds of maintenance, construction, and landscaping supplies.
4. This position may require the employee to access supplies in low cabinets and shelves.
5. This position requires the employee to work in varying indoor and outdoor conditions, and requires the employee to stand and walk frequently.

PROFICIENCIES

1. Good written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.
2. Appropriate communication with co-workers and volunteers as it relates to custodial duties and needs, and setup/teardown responsibilities.
3. Flexibility in work schedules relating to setup, teardown, and cleanup based on facility demands and occupancy use. If the demand for setup/teardown/cleanup is so significant where other daily cleaning activities are unable to be accomplished, communicate this need to the Facilities Manager.
4. Accountability of use of time as it relates to general cleaning practices that allow for expected time frames for custodial duties to be met (e.g., vacuuming the foyer takes approximately 30 minutes, cleaning a common restroom takes no longer than 30 minutes, classroom setup takes an average of 15-20 minutes, etc.).
5. Good interpersonal skills with the ability to effectively work with individuals and groups at all organization levels; ability to work independently and as part of a team.
6. Possess excellent customer service skills.
7. Ability to:
 - Take initiative and prioritize tasks; excellent time-management, organizational, problem-prevention, and problem-solving skills
 - Work accurately with close attention to detail
 - Maintain confidentiality of sensitive information
 - Ability to study and apply new information

EDUCATION AND EXPERIENCE

1. High School Diploma preferred.