UNION CHAPEL M.B. CHURCH

JOB DESCRIPTION

JOB TITLE: Part-time Custodian
REPORT TO: Facilities Manager
STATUS: Hourly/Non-Exempt

GENERAL SUMMARY: To serve the church by performing custodial maintenance duties, including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms.

QUALIFICATIONS:

- No previous experience required.

ESSENTIAL FUNCTIONS:

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Unlock doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Assists in on-the-job training of new staff on routine procedures.
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
- Performs miscellaneous job-related duties as assigned, including weekends, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to read, understand, follow, and enforce safety procedures.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Ability to understand written and verbal communications.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling of objects up to 50 pounds.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

CONFIDENTIALITY STATEMENT

Must be able to maintain confidential church business, files and records. Church Business must be kept confidential; this information must not be disclosed except by approval. Disclosure will result in immediate dismissal!