



**Team:** Facilities

**Position Title:** Custodian

**Supervisor:** Custodial Manager

**Employment Classification/Status:** Part-time, Non-Exempt, Approx 20 hours/week

**Mission:** *To make disciples of Jesus Christ for the transformation of the world.*

**Core Values:** Big Hearted, Spirit Led, Christ Minded, Bound by Love

**Position Overview:**

The Custodian is responsible for providing a welcoming and hospitable environment for all; including keeping the interior and exterior of all church buildings and facilities clean, orderly, and in good condition. Additionally this position assists in setting up rooms for functions as well as resetting and cleaning after. Some weekends, holidays, nights and occasionally on-call may be required.

**Essential Duties and Responsibilities:**

- Perform general cleaning for exterior and interior of all church buildings as directed by supervisor including but not limited to the following:
  - Gather and empty trash
  - Sweep, mop, or vacuum building floors
  - Clean restrooms and stock them with supplies
  - Lock doors to secure buildings
  - Clean spills and other hazards with appropriate equipment
  - Wash windows, walls, and glass
  - Order cleaning supplies
  - Make minor building repairs
  - Notify supervisor when a building needs major repairs
- Set up rooms for a range of activities and functions that are located on campus including church events and outside vendor events (as requested)
- Exhibit dedication and investment in the mission, vision and core values of Trinity United Methodist Church
- Assist and perform other duties as assigned

**Education, Experience, and Certification Requirements:**

Required Qualifications

- High School diploma or equivalent; however, significant custodial experience beyond that required for the position may be substituted for required formal education
- Team player mentality with the ability to lead
- Ability to work independently, is self-directed and self-discipline

Preferred Qualifications

- Two years custodial work experience: including knowledge of cleaning procedures (i.e. proper mixture, use and disposal/storage of cleaners and chemicals); and equipment and supplies
- General knowledge and experience with cleaning equipment, chemicals and supplies
- Familiar with Occupational Safety and Health Administration (OSHA) law and regulations

**Spiritual Gifts** (God-given gifts valuable in completing job duties):

- Helping (serving) - provide aid and relief to meet practical needs

- Hospitality - make others feel welcome and comfortable
- Leadership - motivating and inspiring others

<b>Skill Requirements: (X = Required for job)</b>			
	Typing/computer keyboard	X	Verbal communication
	Utilize computer software	X	Written communication
	Retrieve and compile information		Public speaking/group presentations
	Maintain records/logs		Research, analyze and interpret information
	Verify data and information		Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, manage people
	Operate office equipment	X	Basic Mathematical concepts (add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (inference, formulas, equations, statistics)

<b>Physical Requirements: (X = Required for job)</b>			
	Sitting for extended periods of time	X	Lifting/carrying up to 20 pounds
X	Standing for extended periods of time	X	Lifting/carrying more than 20 pounds
	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing		Writing
	Other:		Other:

<b>Hazards: (X = Required for job)</b>			
	Normal office environment		Electrical current
X	Toxic or abrasive chemicals	X	Housekeeping and/or cleaning agents
X	Flammable, explosive gases	X	Proximity to moving mechanical parts