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## Facilities Team - Janitor/Custodian

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**Overview |** Responsible for cleaning and maintaining the building, equipment, fixtures, and furnishings. Performs routine maintenance including vacuuming, sweeping, and mopping floors; dusting; washing walls, doors, and windows; and emptying trash. Performs room set-ups and moving fixtures and supplies. Performs minor preventative maintenance and minor repairs. Assists service personnel as needed. Reports major repair and maintenance needs. Assists with snow removal.

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### DAY TIME FUNCTIONS AND BASIC DUTIES:

- **Assumes responsibility for the effective performance of assigned cleaning and maintenance functions.**
    - Vacuums, sweeps, and mops floors.
    - Washes and dusts walls, tables, doors, light fixtures, vending machines and windows.
    - Cleans and disinfects toilets, urinals, showers, tile floors, and other fixtures.
    - Fills soap, toilet paper, and towel dispensers regularly.
    - Empties trash containers as needed. Maintains waste receptacles and ensures that they are clean.
    - Picks up litter (inside and outside) as necessary.
    - Completes snow removal as needed.
    - Assist in setting up rooms and areas for meetings and activities as needed.
    - Understands and applies basic safety procedures including understanding Safety Data Sheets.
    - Any other tasks that may be assigned by the Campus Pastor.
  - **Assumes responsibility for establishing and maintaining effective communication and coordination with Church personnel, management, and service providers.**
    - Assists Church personnel and service providers as needed.
    - Keeps management informed of area activities, any significant problems, and maintenance concerns.
    - Attends and participates in meetings as required.
    - Completes required paper and computer records of area cleaning and maintenance.
  - **Assumes responsibility for maintaining courteous, professional relations with church members and the public.**
  - **Assumes responsibility for related duties as required or assigned.**
    - Performs miscellaneous cleaning and specially requested tasks as assigned.
    - Maintains facility security.
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### EVENING FUNCTIONS AND BASIC DUTIES:

- Keeps building and property in clean and orderly condition.
- Performs routine maintenance activities.
- Performs heavy cleaning duties.

- Sweeps, mops, scrubs, or vacuums floors.
  - Gathers and empties trash and cleans the receptacles.
  - Scrubs, sanitizes, and supplies restroom facilities.
  - Dusts furniture, walls, and equipment.
  - Cleans windows, mirrors, and partitions with soap and other cleansers.
  - Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
  - Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
  - Cleans and polishes furniture and fixtures.
  - Notifies managers regarding the need for repairs or additions to building operating systems.
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#### **PERFORMANCE MEASUREMENTS:**

1. Building facilities and equipment are clean, neat, and well maintained.
  2. Cleaning and maintenance functions are safely and timely completed in accordance with established standards, schedules, and procedures.
  3. Maintenance needs and problems are promptly identified and resolved or reported.
  4. Maintenance functions are well coordinated with Church operations. Assistance is provided to other personnel as needed.
  5. Management is appropriately informed of area activities and of any significant problems.
  6. Effective, courteous relations exist with Church visitors, vendors, and clients.
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**REQUIRED KNOWLEDGE:** Knowledge of basic cleaning techniques and maintenance procedures. Understanding of related safety and OSHA requirements.

**EXPERIENCE REQUIRED:** Previous cleaning/janitorial experience helpful.

**SKILLS/ABILITIES:** Attentive to detail.

Able to follow directions and work well independently.

Ability to work weekends and evenings.

Able to use basic cleaning tools, including vacuums, mops, brooms, etc.

#### **PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

**STOOPING:** Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.

**KNEELING:** Resting on knee or knees.

**CROUCHING:** Bending downward and forward at the leg and spine.

**REACHING:** Extending hand (s) and arm (s) in any direction.

**STANDING:** For extended time periods.

**WALKING:** Especially for long distances.

**PULLING:** Using upper body to draw, drag, haul, or tug objects.

**GRASPING:** Using fingers and palm on an object.

**AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information.

**REPETITIVE MOTIONS:** Movements frequently and regularly required using the wrists, hands, and fingers.

**AVERAGE VISUAL ABILITIES:** Average, ordinary visual acuity necessary to prepare or inspect documents or products or operate machinery.

**PHYSICAL STRENGTH:** Medium work; exerts up to 50 lbs. of force occasionally, and/or up to 20 lbs. frequently, and 10 lbs. constantly.

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**WORKING CONDITIONS:** Works both inside and outside. Subject to weather.

**LOCATION:** While a staff person is assigned to a primary location, staff must be prepared to work at any of the campuses of the Bible Chapel.

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#### **MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

**REASONING ABILITY:** Ability to apply common sense understanding to carry out simple one or two step instructions and to deal with ordinary, standardized situations.

**MATHEMATICS ABILITY:** Ability to perform basic math skills including counting, adding, subtracting, multiplying, and dividing three digit numbers.

**LANGUAGE ABILITY:** Reasonable reading and comprehension skills.  
Able to read at a very slow rate.  
Ability to communicate in basic English sentences.

**POSITION REPORTS TO:** Operations Manager or a Team Lead when delegated

**HOURS:** Up to 20 hours/week