

PART TIME CUSTODIAN

Principle Function

Responsible to the Head Custodian / Facilities Manager for facility and grounds maintenance and habitability.

Qualifications for the Position

- Training as a janitor or custodian or equivalent experience.
- General maintenance skills of painting, carpentry, plumbing, electrical, etc.
- General grounds and gardening skills.
Individual should be sufficiently literate to carry out maintenance operations.
- Must display adequate physical health and strength to carry out maintenance and custodial activities including the lifting of heavy weight, movement of furniture and equipment.

Requirements of the Position

- Conduct scheduled daily, weekly, monthly, and annual facility cleaning operations.
- Conduct routine maintenance operations without report; report major facility, equipment or grounds maintenance problems to the Head Custodian / Facilities Manager.
- Operate heating and cooling equipment according to the schedule of the church calendar.
- Open and secure the facility daily; secure facility at the end of special meetings or church events.
- Move furniture, set up tables and chairs for special church activities and programs; set up assembly and classrooms for regular activities.
- Prepare baptistry for use as directed and clean following use.
- Set up for and clean up after weddings, funerals, and other social, community, and church events as directed.
- Perform other related duties as assigned by the Head Custodian / Facilities Manager.

Responsible to: Head Custodian / Facilities Manager

- For more information contact: 501-318-8958