

Job Description Custodian

Reports to: Facilities Manager
FLSA status: Hourly (non-exempt)
Hours per week: 40 (full-time)
Campus: Viera

This position helps to ensure a safe, clean and proper order of the facilities by keeping campus clean and in good sanitary condition.

Job Requirements:

- Empty trash cans, take out rubbish to trash dumpster
- Replenish bathroom supplies, help to maintain cleanliness of restrooms and unclog drains
- Clean windows, ceiling vents, light fixtures, walls and doors
- Finish and strip floors, clean carpets with Host Carpet cleaner and Clean floors with auto scrubbers
- Able to vacuum, sweep, mop and dust
- Able to work with side to side floor machine and floor burnisher
- Dust furniture and clean all counter and cabinet surfaces, sinks, and wall mounted items
- Pick up trash from grounds
- May be asked to help in the set-up/teardown of rooms and equipment relating to church and individual ministry events
- Notify maintenance of need for repairs in writing
- Cross Training for back-up coverage
- Ability to respond to custodial emergency situations as effectively and as promptly as the situation requires
- Safely use and climb ladders
- Able to take proper care of and do routine maintenance on custodial equipment
- Ability to move various items of equipment and materials to locations inside and outside campus buildings
- Able to lift 35 lbs. Any item over 35 lbs will require two people to lift
- Travel to other campuses when required
- Other duties as assigned

Skills:

- Must be able and willing to work in dusty, dirty, wet, hot, and/or cold environmental conditions
- Manage your keys to the facilities and use good judgment in proper use of keys.
- Must be able to be at work on time
- Ability to work overtime when required
- Ability to carefully view all tasks to judge proper priorities
- Ability to communicate effectively with others
- Ability to perform the physical nature of the tasks listed above

Other Qualifications:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- A stable, mature Christian
- Participation in our church body for at least 1 year
- Ability to set boundaries to limit non work related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information
- A dependable team player who works well with people at all levels of the organization

I have read the above job description. I understand that I am responsible for the requirements as outlined above and that this position may also include other duties.

Print Name

Date

Signature

Authorized by:

Administrator