

Churchome

Job Description

Custodian

I. PURPOSE

This position is responsible for the care and keeping of the facilities of Churchome and requires an individual who has an eye for detail and excellent work ethic who will take ownership of their role in accomplishing the vision and mission of Churchome.

II. TARGETS

- A clean and well-maintained facility for Sunday gatherings and weekly events that helps to create an atmosphere for building community.
- Handle weekly logistics to create spaces where community can be built amongst students and staff of Churchome.

III. RESPONSIBILITIES

- Sundays
 - Clean, dust and wipe furniture; sweep, mop and/or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill bathroom dispensers.
 - Clean and sanitize bathrooms as needed using established practices and procedure.
 - Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
 - Support and enforce all policies, organizational and safety rules and guidelines.
- Weekdays
 - Clean, dust and wipe furniture; sweep, mop and/or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill bathroom dispensers.
 - Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
 - Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
 - Proactively search out and report any facility issues to the Location or Maintenance Managers as needed.
 - Know how to properly operate and clean carpet-cleaning machines.
 - Move furniture, equipment, supplies and tools on an incidental basis.
 - Wash accessible interior and exterior doors and windows. Clean blinds. Launder cleaning rags, tablecloths and dust mops as needed.
 - Follow instructions regarding the use of chemical supplies. Use as directed.
 - Attend safety and other related team meetings.
 - Be trained as required in cleaning methods and techniques, new products, & handling recycling materials.
 - Support and enforce all policies, organizational and safety rules and guidelines.
- The church may also assign other duties or responsibilities, in its sole discretion.

IV. FOLLOW UP

- 30-Day Check-In with HR
- 90-Day Review with Campus Operations Manager
- Weekly/Bi-Weekly/Monthly Meetings w/Campus Operations Manager

- Any additional team or initiative-based meetings

V. FOLLOW THROUGH

- If targets are being met on a consistent basis, aim to train up leaders who will step in and help create more margin for facilities to continue to grow.
- If targets are not being met on a consistent basis, a meeting with the Campus Operations Manager to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

VI. EMPLOYMENT STANDARDS

Education/Experience:

- Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying.

Knowledge/Skills:

- Have essential physical and mental capacities in the following: interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing.
- Ability to lift at least 50 lbs., bend, walk, sit, reach overhead comfortably and without strain.

Work Status: Non-Exempt, Hourly, PT
Supervisor: Campus Operations Manager
Staff Supervision: None

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.