

Weekend Custodian

Department: Custodian
Supervisor: Katrina Cook
FLSA Status: Non Exempt

Position Summary:

The Saturday & Sunday Custodian position consists of: Saturday preparing the TFEC worship area for church service and Sunday's preparing the TFEC worship area for the week.

Essential Duties and Responsibilities: REGULAR WEEKENDS (NO PANCAKE)

Tear Down:

1. Follow the chair closet door directions for placement of green chairs, tables and chairs carts.
2. Stack chairs neatly in sets of 10.
2. Put each set in the chair room starting in the back left.
3. Make sure to leave an aisle to access the 6' tables and ladders.
4. Note any broken or dirty chairs and set them aside for Frank to look at.

Set Up:

1. Before taking out the chairs vacuum the floor especially by the stage and under the dishwasher window.
2. Place sets of chairs equally throughout the area.
3. Start with the center aisle near the stage to position the first chair for each center section.
4. Use the row setup tool to correctly position each subsequent row.
5. Make sure each row is straight.
6. Put 4 green chairs under AV window

Special additional requirements for Set Up after a Pancake Breakfast: Oct-April 1st & 3rd Saturday's

1. Sweep or mop if necessary the coffee bar/Lobby area before resetting the Coffee and lobby area.
2. Set up coffee bar.
3. Before taking getting chairs out - vacuum the floor especially by the stage & under the dishwasher window.
3. CHECK THE CALENDER FOR SPECIAL INSTRUCTIONS DUE TO EVENTS
4. CHECK THE DRAWING FOR SETUP CHANGES
5. Set up green chairs for Sunday Worship Service.

Typical Workweek Schedule

Saturday: Regular (2 workers required) 1.5 hours each DONE BEFORE 5PM

Sunday: (2 workers required) 1 hour each BEFORE 4PM

*****FAILURE TO SHOW UP FOR A SHIFT OR TO GET COVERAGE WILL RESULT IN A WRITE UP. AFTER 3 IT IS CAUSE FOR TERMINATION OF EMPLOYMENT!**

Qualifications:

Education and / or Experience

Either working toward or have a high school diploma. AED/CPR and Basic First Aid Training. Child/Youth Protection Training.

Ability and Attitude

Broad description of what the job entails. Communicate with faculty/staff and local police. Able to ensure and work through extreme heat, cold, wet and stormy weather. There is climbing of stairs and a lot of walking. Alert to suspicious vandalism and fire hazards. Perception and fast action in case of emergencies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Weekend Custodian

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear and taste or smell.

The employee must frequently lift and / or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and / or humid conditions; moving mechanical parts; moderately high places; fumes or airborne particles; outside weather conditions; moderate heat and cold.

The noise level in the work environment is usually moderate.

Core Competencies:

To perform this job successfully, an individual must be able to perform each competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General:

Adaptability – Adapts to changes in the work environment.

Attendance / Punctuality – Is consistently at work and on time; arrives at meetings on time.

Computer Skills – Able to use cell phones and group me app.

Cooperation – Establishes and maintains effective relations.

Dependability – Follows instructions, responds to management direction; completes tasks on time.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others.

Independent - MUST be able to work without supervision. Work independently.

Initiative – Volunteers readily; seeks self-development activities and increased responsibilities.

Innovation – Displays original thinking and creativity; generates suggestions for improving work.

Job Knowledge – Competent in required job skills and knowledge; requires minimal supervision.

Organizational Support – Follows policies and procedures; completes administrative tasks.

Personal Appearance – Dresses appropriately for position; keeps self well groomed.

Planning / Organizing – Prioritizes and plans work activities; uses time efficiently.

Quality of Work – Demonstrates accuracy and thoroughness.

Quantity of Work – Completes work in timely manner; strives to increase productivity.

Safety and Security – Observes safety and security procedures.

Servant Attitude – responds to assistance requests from guests/members, volunteers, and co-workers.

Volunteer Relations – recruit, encourage and mentor volunteers for ministry

Communications:

Communications – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills. Writes clearly and informatively; edits work for spelling and grammar. Uses best methods to keeps others informed.

Language Skills – Able to read, analyze, and interpret directions; Able to respond effectively to the most sensitive inquiries or complaints.

Leadership:

Achievement Focus – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Impact and Influence – Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.

Team Leadership – Fosters team cooperation; defines team roles and responsibilities.

Teamwork – Balances team and individual responsibilities; builds a positive team spirit; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; mobilizes others to fulfill the vision.

Weekend Custodian

Relationships:

Conflict Resolution – Encourages open communications; confronts difficult situations.

Diversity – Applies knowledge of EEO policy; shows respect and sensitivity for cultural differences.

Timesheets:

Location - Blank time sheets are located on the chair room door. Completed time sheets get placed in the other bin on the chair room door.

Due dates – A schedule with due dates are located inside the completed time sheet bin.

Payday – Payday's are on the 15th and 30th of the month. No time sheet, no pay.

Upon being hired:

Church Worship Setup Training – You will first be trained on how to properly stack the chairs, tables, how to load the chair closet and how to measure to set up for worship service from the church custodian.

Pancake Breakfast Training – UMM will train you on responsibilities with the Pancake Breakfasts, such as dishwasher.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to personnel so classified.

Employee Signature

Date

Supervisor

Date