



## **Custodian of Oil Belt Christian Service Camp Job Description**

**Purpose:** Work to make sure that OBCSC's facilities and grounds are neat, clean, free from clutter and safe for the people who serve, work and utilize them.

**Responsibilities:**

- a. Perform custodial duties around campus, including but not limited to:
  - i. Vacuuming, sweeping, mopping, or scrubbing floors.
  - ii. Cleaning commodes, sinks, glass and windows, etc.
  - iii. Trash and waste disposal
  - iv. Perform minor repairs, such as replacing light bulbs, toilet seats, window blinds, etc
- b. Oversee ordering and inventory of janitorial supply
- c. Assist with set-up and tear down for retreat groups, events and programming.

**Terms of Employment:**

- Applicant must be available and flexible to work weekdays or weekends as developed with the Facilities Manager based on groups, parties and retreats utilizing the campus.

**Skills Required:**

- I. Develop good working relationships with a wide range of people.
- II. Well organized in time management
- III. Attention to detail
- IV. Good physical condition with ability to lift heavy objects and be on feet for most of your time