

Sherwood Oaks Christian Church
Facilities Department
Campus Custodian
(Full Time Hourly)

Sherwood Oaks Mission

People helping people grow generations of Christ-led influencers.

Sherwood Oaks Values

1. We live like God owns everything
2. We mentor across generations
3. We think like everyday missionaries
4. We tell life-changing faith stories
5. We create fun, refreshing experiences

Where does the Facilities Team fit in?

- We are a ministry that supports other ministries by helping create a clean, welcoming, safe and secure environment for every event and program at Sherwood Oaks.
 - o We treat every relationship as an opportunity to live out our values.
- During non-office hours, we are typically the only regular staff on hand so we help people get where they need to go, especially during emergencies.

Position Objective or Job Description:

Under general supervision, member of a team of custodians performing a wide variety of duties to provide a clean, welcoming safe and secure environment; and perform related work as required.

Scope:

The Custodian performs, with flexibility, grace and a servant's heart, custodial duties in and around campus facilities; responds to emergency calls for service; implements setup and takedown for a wide variety of campus and community events; works closely with employees and the public to meet the custodial needs of the campus; and helps resolve problems to ensure efficient and safe operations.

Key Duties & Responsibilities include, but are not limited to:

1. Reports directly to Lead Custodian and informs of any issues that need addressing.
2. Performs routine and comprehensive custodial maintenance of facilities
3. Vacuums, shampoos and spot cleans carpets, solid surface floors, and furniture; washes windows; dusts stained wood and other furniture.
4. Removes campus trash and recycling.
5. Cleans, disinfects and stocks restrooms, kitchens, classrooms, offices and common areas.
6. Keeps storage and closet areas clean and organized.
7. Reports and responds to emergency calls for custodial assistance.
8. Coordinates resources and implements the set up and take down of furniture and equipment for a wide variety of campus and community events.
9. Replaces a variety of light bulbs and lighting accessories throughout the campus.
10. Assists with, and performs refinishing of tile floors.
11. Identifies stains and uses proper chemicals for removal.

12. Operates power equipment such as vacuums, power scrubbers, floor washers, floor scrubbers and polishers as well as hand and power tools
13. Performs or reports preventative maintenance needs in and around the facilities.
14. Helps ministerial staff if asked for assistance.

Personal Qualifications:

Ability to:

Work with chemicals; safely dispose of hazardous materials and fluids; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population and potential sensitive data.

Flexibility, grace and team work are important parts of being a member of this campus team.

Knowledge of:

Methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals per state and federal regulations; handling and disposing of hazardous materials.

Minimum Qualifications:

Applicants must meet the minimum qualifications as detailed below.

1. Education:

- a. High School Diploma or GED
- b. Current CPR and first aid training preferred.

2. Experience:

- a. 3-5 years of custodial experience in a commercial or school setting preferred.

3. Special Requirements:

- a. Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.

Work Schedule:

- a. 35-40 hours per week.
- b. 8:00pm-5:00pm with a 15-minute break in the morning and afternoon and 30-minute lunch.
- c. Ability to have a flexible schedule or work overtime for special events.
- d. Must attend SOCC Staff Meeting 9-9:30am on Tuesdays if during scheduled work hours.