

CUSTODIAL TECHNICIAN, NICEVILLE CAMPUS

Position Title: Custodial Technician
Full-Time and Part-Time; Non-Exempt Position

Date: October 2017

Supervisor: Facilities Manager

Purpose: Helping connect people to Christ by creating a distraction-free clean and safe environment by keeping the church facilities clean, orderly, secure, maintained and ready for ministry.

PRIMARY DUTIES:

1. Responsible for the day to day cleaning and upkeep of the facility and grounds, including but not limited to:
 - a. Clean building floors by sweeping, mopping, scrubbing or vacuuming
 - b. Clean walls, doors, handrails, chairs and tables.
 - c. Gather and empty trash
 - d. Service, clean and supply restrooms and shower rooms
 - e. Clean windows, glass, mirrors, etc.
 - f. Remove debris from sidewalks, stairs, walkways within 16 feet of the building
 - g. Pick up any trash on the church grounds
2. Carry out weekly/monthly heavy cleaning tasks and special projects.
3. Assist with identifying clutter or obsolete equipment/furniture, inform Facilities Manager, and dispose or organize accordingly.
4. Buffing and cleaning floors using mechanical equipment
5. Move furniture, equipment and supplies, either manually or with hand truck/cart
6. Setup, arrange and remove tables, chairs, decoration, etc. to prepare for worship services/ministry events/meetings according to EventU report.
7. Stock and maintain and orderly custodial supply room. Requisition for supplies, equipment for cleaning and maintenance duties for weekly purchasing.
8. Identify and document needed repairs using SpiceWorks and submit work orders in coordination with the church Facilities Maintenance team.
9. Follow cleaning procedures/specifications outlined by manufacturer's directions for the use of chemical cleaners and power equipment.
10. Inspects facility and grounds daily to identify any maintenance issues, damages, non-routine cleaning needs, or potential concerns/issues/problems.
11. Ensures the facility is secure at all times—including unlocking/locking appropriate doors as determined by the church calendar (EventU).
12. Uphold the Staff Covenant.

SKILLS DESIRED: (LIST QUALIFICATIONS/SKILLS DESIRED TO PERFORM JOB)

1. Well organized, able to prioritize own work.
2. Be helpful to team members, other staff and the congregation.
3. Basic knowledge of cleaning

4. Quick learner interested in understanding the pulse and working of the church. Interest in expanding knowledge and experience.
5. Effective verbal and written communication skills.
6. Can work effectively independently as well as a member of a team.
7. Commitment to Task. Has a tenacious attitude to achieve results in an environment when priorities change quickly.
8. Can-do confidence and approaches problems as opportunities with whatever-it-takes attitude.

KEY PERFORMANCE MEASUREMENTS: (LIST IMPORTANT AREAS THAT WILL BE ASSESSED)

1. Contributing to a distraction-free environment.
2. Chemistry and unity within the Facilities Team, and larger staff team.
3. Spaces cleaned and prepared on-time.
4. Reliability and flexibility to support ministries of the church.