

Hope Community Church Job Description



Job Title: Custodian
Role for:
Reports to: Custodial Manager
Supervises: N/A
FLSA Status: Non-Exempt

Role Summary

Keep building in clean and orderly condition. Set up and clean up for special events. Perform any and all assigned duties.

Primary Duties and Responsibilities:

- Sanitize spaces throughout the building using a handheld or backpack sprayer.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Clean and polish furniture and fixtures.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Strip, seal, finish, and polish floors.
- Steam clean or shampoo carpets
- Follow procedures for the use of chemical cleaners and equipment, in order to prevent damage to floors and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Requisition supplies and equipment needed for cleaning and maintenance duties if needed.
- Set up, arrange, and remove decorations, tables, chairs, to prepare facilities for special events.
- Monitor building security and safety by performing such tasks as locking doors after hours.

Other Duties and Responsibilities:

- Greet people entering and leaving the building
- Affirm and support the statement of faith and goals of Hope Community Church
- Other duties as assigned
- Reviewing eSpace event calendar for upcoming event/set up requirements

Physical Requirements of this role:

- Occasional lifting or moving heavy materials in difficult work positions.
- Ability to lift 25 lbs on a regular basis with heavier amounts being lifted as needed.
- Regularly required to sit, kneel, stand, reach and move about the facility
- Lift, reach, and move materials and boxes onto shelves sometimes above the shoulders

Skills and Abilities Preferred:

- Good Communication and Interpersonal Skills
- Attention to detail.
- Self motivated, able to work without direct supervision.
- The ability to understand and follow specific instructions.

Employee Signature

Date

Supervisor Signature

Date