



## **JOB DESCRIPTION**

**Job Title:** Custodian – Apex Campus  
**Reports to:** Facility Manager  
**FLSA Status:** Non-Exempt

### **Role Summary**

Keep the building in clean and orderly condition. Set up and clean up for special events. Perform all assigned duties. Fill in for safety specialists as needed and support all ministries.

### **Primary Duties and Responsibilities:**

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash, clean and polish furniture and fixtures dust furniture, walls, maintain machines, and equipment, strip, seal, finish, and polish floors and steam clean or shampoo carpets
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Follow procedures for the use of chemical cleaners and equipment, to prevent damage to floors and fixtures.
- Set up, arrange, and remove decorations, tables, chairs, to prepare facilities for special events.
- Work with Safety specialists to ensure all Safety and Custodial tasks are completed in a timely, efficient and accurate manner.

### **Secondary Duties and Responsibilities:**

- Enforce procedural rules and regulations. Ensure the safety of staff, visitors and property.
- Correctly respond to and summons help for emergency situations.
- Operate and monitor security equipment to survey the area for safety.
- Perform safety patrol of building and grounds to maintain a safe environment.
- Report on safety and security concerns.
- Maintain logs and records of data that will need to be retained.
- Sign- in deliveries and pass along to appropriate recipients.
- Welcome guests to the building and provide information as needed.
- Ensure coverage of ministry and event needs and report any conflicts in the schedule
- Monitor building security and safety by performing such tasks as locking doors after hours.

### **Other Duties and Responsibilities:**

- Affirm and support the statement of faith and goals of Hope Community Church
- Other duties as assigned

### **Physical Requirements of this role:**

- Occasionally 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 or 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's Signature

---

Date