



Custodian Job Description

Status: Part-time; Hourly
Hours: Up to 20 hours per week; Rotation Schedule
Supervisor: Facilities Manager
Accountable to: Director of Operations; Executive Leadership Team; Church Council

Purpose: This role will provide excellence in facility support providing general maintenance, set-ups/teardowns, light-duty cleaning, and assisting members and guests as appropriate. This role will assist in communicating and implementing policies and procedures under the direction of the Facilities Manager.

Qualifications:

- High School Diploma/GED
- Demonstrated custodial experience
- Demonstrated knowledge of safety matters related to commercial facilities and grounds, equipment, and products
- Demonstrated organizational and prioritization skills; ability to work independently
- Demonstrated initiative and ability to execute tasks independently
- Keen attention to detail
- Effective communication skills; verbal and interpersonal skills
- Effective Team Player
- Ability to meet working conditions including but not limited to
 - Ability to lift up to 50 pounds regularly; to work at heights above 4 (four) feet on ladders and other lift devices; to walk and stand for long periods of time; to bend, twist, crawl, squat, and climb; to work in all types of weather
 - Ability to work in conditions where there may be exposure to dust, change in temperature, inclement weather, noise, crowds, chemicals, hazardous materials
- Successful completion of background checks as performed by SOTV
- Demonstrated working knowledge of the following, preferred not required
 - Minor electrical and plumbing repair and maintenance
 - Responding to basic HVAC needs
 - Trouble shooting basic mechanical situations

Expectations:

- Punctuality and commitment to scheduled shifts; flexibility to cover shifts
- Shifts will include Christmas Eve, Easter Sunday, and special services or events as deemed appropriate
- Shifts to include one weekend per month unless otherwise scheduled by supervisor
- Adhere to dress code and safety requirements
- Comfort in a faith-based and worship setting

Dress Code:

- SOTV provided shirts
- Employee Provided
 - Clean jeans or dockers as deemed appropriate by events
 - Closed-toe shoes worn at all times
 - Appropriate footwear and clothing for outdoor work and the season

Physical Duty & Equipment

This position will require physical effort and involve the use of hand or lightweight powered equipment. Specific instructions and training are provided. Employees are expected to follow all safety precautions.

Responsibilities and Essential Functions:

I. Custodial Tasks

- A. Building open/close with walk-through
- B. Clean and maintain all areas as scheduled by Facilities Manager (Including but not limited to clean and sanitize restrooms; vacuum and mop floors; carpet cleaning; window cleaning; garbage and recycling; etc.)
- C. Complete scheduled set-ups and tear-downs for programs and events
- D. Replenish paper supplies and other facility supplies
- E. Grounds maintenance as scheduled to include
 - i. Lawn care
 - ii. Snow removal on walkways
 - iii. Community Garden support
 - iv. Columbarium support
 - v. General outdoor clean up as scheduled
- F. Respond to and troubleshoot unexpected needs
- G. Other duties and projects as appropriately assigned

II. Safety

- A. Knowledge and practice of emergency policies and procedures
- B. Enforce safety guidelines and practices
- C. Practice all safety guidelines in all areas of work
- D. Participate in training and train others as appropriate
- E. Practice appropriate use of equipment and products
 - i. Follow manufacturer's guidelines
 - ii. Follow Material Safety Data Sheets (MSDS)

III. General / Administrative

- A. Maintain schedules and shifts
- B. Communication and Collaboration
 - i. Work with Facilities Manager and custodial team
 - ii. Work with staff leaders for programs and events
 - iii. Provide excellent customer service to lay leaders, members, and guests at all times
- C. Work alongside Volunteers and Volunteer Leads
 - i. Provide custodial support and direction
 - ii. Train and coach volunteers as appropriate
- D. Facility Use Events (Member and Community Events)
 - i. Under the direction of Facilities Manager, collaborate and communicate with event contact(s) for set-up needs
 - ii. Provide excellence in customer service and representing SOTV
 - iii. Serve as facility contact when scheduled to work events

IV. Maintenance Tasks (for qualified team members)

- A. Basic maintenance support including but not limited to:
 - i. Basic carpentry work
 - ii. Equipment maintenance as deemed appropriate
- B. Equipment troubleshooting as approved
- C. Assist service contractors when on-site by guiding them through the facility
- D. Projects as appropriately assigned

Core Competencies:

Team Orientation: Demonstrate interest, skill, and success in team environments; understand and

support the importance of teamwork; establish good working relationships with others; show hospitality, compassion, and care; use diplomacy and tact; approachable; quality communication skills and follow up.

Commitment to Excellence: Strives to do the best work as a reflection of self, the team, and for the ministry; demonstrates the integrity of presenting finished work that reflects the personal and organizational high standards of excellence; keen eye for details and ability to see things that need to be done intuitively; incorporates the time management skills developed to complete the tasks necessary to support the team and the ministry

Care: Responds with empathy; demonstrates appropriate expressions of care with boundaries; listens attentively with the ability to restrict personal bias, to respond to concerns and communicate solutions with a sense of compassion and ability to direct individuals to appropriate staff members for assistance; demonstrate and communicate availability and approachability.