

ST. ANDREW UNITED METHODIST CHURCH

Job Description Form



Department	Administration	Job Title	Custodian
Latest Revision Date	March 3, 2010	Reports to	Maintenance Supervisor
Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern		Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

Responsible for efficient upkeep of church

KEY RESPONSIBILITIES

- Cleaning building interiors and exteriors using heavy equipment such as vacuums, buffers, carpet extractors, pressure washers and high reach poles.
- Cleaning and sanitizing restrooms and kitchens
- Maintaining custodial equipment in good working order
- Setting-up rooms and outside areas for routinely scheduled services and events
- Responding to requests by other staff members for set-up of facilities and equipment for special events
- Performing minor repairs on equipment and building structures
- Becoming familiar with the equipment and controls used throughout the St. Andrew facilities and be comfortable in operating them
- Becoming familiar with the wide range of programs and activities within St. Andrew
- Working primarily inside with occasional outside work including some lawn maintenance and snow removal
- Other duties as assigned

EXPERIENCE REQUIREMENTS

- Previous custodial experience preferred

KNOWLEDGE AND SKILL REQUIREMENTS

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| <ul style="list-style-type: none"> • Effective communication skills, both verbal and written • Ability to work in a diverse, community environment • Good computer skills | <ul style="list-style-type: none"> • Excellent interpersonal skills and a team player |
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PHYSICAL REQUIREMENTS Must be able to lift, push and pull up to 80 pounds

SCHEDULE REQUIREMENTS Flexibility to work after normal office hours and weekends as needed

EDUCATION REQUIREMENTS High school diploma or GED

WORKING CONDITIONS Must be able to work with ongoing temporary construction of building