

# ST. ANDREW UNITED METHODIST CHURCH

## Job Description Form



Department	Administration	Job Title	Custodian
Latest Revision Date	January 25, 2012	Reports to	Maintenance Supervisor
Grade	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern		Hours <u>20</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"> <li>• Effective communication skills, both verbal and written</li> <li>• Ability to work in a diverse, community environment</li> <li>• Good computer skills</li> </ul> | <ul style="list-style-type: none"> <li>• Excellent interpersonal skills and a team player</li> </ul> |
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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 in a dynamic, fast-paced environment, including indoor and outdoor activity