



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 safety 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 working knowledge of the following, preferred
 - Minor electrical and plumbing repair and maintenance
 - Responding to basic HVAC needs
 - Trouble shooting basic mechanical situations
- Demonstrated organizational and prioritization skills; ability to work independently
- Demonstrated initiative and ability to execute tasks with minimal supervision
- Effective communication skills; verbal and interpersonal skills
- Effective Team Player
- Keen attention to detail
- 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

Expectations:

- Punctuality and commitment to scheduled shifts
- Shifts will include Christmas Eve, Easter Sunday, and special services or events as deemed appropriate
- 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 light physical effort and involve the use of hand or lightweight powered equipment. Specific instructions and /or training are provided. Employees are expected to follow safety precautions for all work.

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. Maintenance Tasks

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

III. 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)

IV. 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 (Community Events)
 - i. Under the direction of Facilities Manager, collaborate and communicate with event contact(s) for additional set-up needs
 - ii. Provide excellence in customer service and representing SOTV
 - iii. Serve as facility contact when scheduled to work events

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

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.