

## Job Description

**Title:** Custodian

**Reports to:** Facility Manager

**Position Purpose:** The purpose of this position is to perform custodian maintenance duties, including dusting, mopping, finishing, and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms.

### Spiritual & Character Qualifications:

- 1) Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- 2) Have a history of moral purity
- 3) Be highly relational and a self-starter with drive, passion and initiative
- 4) Be teachable and willing to be held accountable
- 5) Be a team player with a positive attitude

### Skills and Qualifications – two years custodian experience

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|-------------------------|-------------------------|
| 1) Verbal Communication | 4) Customer Focus       |
| 2) Listening            | 5) Organization         |
| 3) Professionalism      | 6) Attention to details |

### Essential Job Functions

1. Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
2. Performs routine maintenance to custodial equipment and supplies.
3. Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
4. Unlocks doors, ensuring doors are locked after cleaning areas.
5. Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels..
6. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
7. Assists in on-the-job training of new staff on routine procedures.
8. Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
9. May provide vendors with access to areas for cleaning and may answer basic questions; may report issues with vendors to supervisor.
10. Performs miscellaneous job-related duties as assigned by supervisor.
11. Normal custodian conditions such as prolonged standing, and interacting with common custodian equipment.

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Name

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Date