



# Custodian Job Description

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|----------------------------------|----------------------------|
| <b>Position Title</b>            | <b>Department/Ministry</b> |
| Custodian                        | Building Operations        |
| <b>Supervisor Position Title</b> | <b>Work Location</b>       |
| Director of Operations           | Main                       |
| <b>Position Classification</b>   | <b>Weekly Hours</b>        |
| Non-Exempt                       | Part-Time, 12 Hours/Week   |

## **Position Summary:**

Work with the Director of Operations to ensure the building is clean and presentable for activities throughout the week.

## **Essential Duties and Responsibilities:**

The essential functions include, but are not limited to the following:

- Clean main areas of the church at least weekly including Auditorium, Commons Area, Kids Department, and Student Wing
- Vacuum carpeted areas of the church
- Clean all church bathrooms
- Dispose of trash throughout the church
- Additional duties as assigned

## **Minimum Qualifications (Knowledge, Skills, and Abilities):**

Education and Experience:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience
- Prior experience any custodial, janitorial, or facilities work is preferred

Knowledge and Skills:

- Excellent communication skills
- Excellent organization skills
- Ability to multitask
- Ability to work in a team environment and take direction from management and supervisors
- Ability to prioritize tasks and complete them in a timely manner.

**Spiritual Requirements:**

- Regular involvement in Maple City Chapel activities and events.
- Signed acknowledgement of policies and procedures as stated in Maple City Chapel's staff handbook.
- Signed acknowledgement of Maple City Chapel's Statement of Faith and Staff Lifestyle Agreement.
- Living out the spiritual principles outlined in the Staff Lifestyle Agreement.

**Physical Requirements:**

- Frequently required to use hands or fingers, handle or feel objects, tools, or controls
- Frequently required to stand; walk; sit; and reach with hands and arms.
- Occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is usually low to moderate.