

Job Description

- Job Title:** General Custodian
- Reporting:** Reports to and is under the direct supervision of the Shift Supervisor and is accountable to the Assistant Facilities Manager and the Facilities Director.
- Primary Objectives:** To provide excellent customer service, and to provide a clean, organized and safe environment in all buildings and on the grounds of College Church. The care and upkeep of the buildings and the grounds are a reflection of the ministries of College Church and crucial to the success of church's ministries. Emphasis is placed on safety and quality work while providing pleasant & courteous service.
- Principal Duties:**
- 1. Customer Service**—Treat all customers (staff members, church members, volunteers, guests, etc.) in a courteous and professional manner. Maintain the facilities and grounds in a high state of appearance, cleanliness and repair.
 - 2. Janitorial Safety**—Observe all health/safety rules. Follow established procedures. Wear protective gear (rubber gloves, etc.) and safety equipment (lifting belts, etc.) Sturdy/protective footwear must be worn at all times—no flip-flops, sandals or open toed or open-heel footwear. At all times, follow the precautions for the safe handling and use of all cleaning products. Read, understand and follow the information outlined on Safety Data Sheets (SDS).
 - 3. Set-Ups & Take Downs**—Review the Event Management database and event notebook daily. Prepare rooms for ministry or events accordingly. Assure that each location is thoroughly clean, properly set-up and free of any dangers (electrical cords must be secured to the floor with a cord strip and/or tape, etc.) Customer requests are to be fulfilled in a timely manner.
 - 4. Supplies**—Assist with the loading/unloading of shipments of supplies, cases of paper, books, etc. Distribute cases of copy paper to various office locations. Monitor and re-stock paper supplies (such as toilet paper, paper towel, facial tissues, soap, etc.) Maintain the custodial closet and storerooms.
 - 5. Other**—Alert supervisor of potential problem areas and areas needing repair. Assist in weather-related needs (clearing sidewalks, salting, etc.)
 6. Perform other duties as directed by the Shift Supervisors, Assistant Facilities Manager, Facilities Manager, Director of Administration or their designees.
- Requirements:** Must be able to ascend and descend stairs, lift and transport 50 pounds, push and pull maintenance equipment (such as vacuums, carpet-cleaning machines, chair carts, etc.), and be able to move/transport 8-foot tables and stacks of chairs. Must maintain an excellent attendance record, demonstrate a willingness to learn new tasks and functions, maintain a positive attitude and a cooperative team spirit at all times. Must observe all safety guidelines, follow established procedures, and use/wear safety equipment properly. Personal dress and appearance is to be modest (as defined by the church) and appropriate for the church environment. Must be able to read and understand English as all supervisory direction is in English.

Reaffirmed 04-24-2024