WEST SHORE FREE CHURCH

POSITION DESCRIPTION
CUSTODIAN

Approved: 22 February 2022 **IRS Worker Classification:** Employee **FLSA Classification:** Non-exempt **WSFC Ministerial Licensure**: N/A	**WSFC Employment Category:** Part-Time 10 hours/week **WSFC Staff Category:** Support Staff **WSFC Hiring Approval Level:** Church Administrator

SUMMARY

The Custodian furthers the West Shore Free Church (WSFC) mission by performing institutional cleaning of all types, room setups and basic maintenance supporting custodial ministry. This ministry is a service and stewardship ministry, providing a high level of custodial support to all WSFC ministries and events held at the church campus.

QUALIFICATIONS

Ministry Specific

- Experience using institutional cleaning tools, products, and methods to maintain day-to-day facility cleanliness and orderliness.
- Capable of operating all custodial machinery, including riding sweepers, floor cleaners and similar products.
- Task-driven achievers with an eye for detail and comfortable with accurately and timely following task lists and custodial procedure sheets and event set-up plans.
- Good at working both individually and as part of work teams.
- Natural multi-tasker, service oriented, and takes initiative.
- Requires basic familiarity with Microsoft office products and basic personal computer use to access church scheduling systems.

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.
- Affirm WSFC's Statement of Faith, Constitution & Bylaws, and Mission, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.

RESPONSIBILITIES

The Custodian serves WSFC by:

- Cleaning, dusting, mopping, sweeping, vacuuming, and cleaning restrooms and all church spaces using institutional tools, products and methods according to assigned schedules
- Complying with Material Data Sheets for all relevant custodial products
- Performing all user level maintenance in accordance with equipment procedures for all relevant custodial equipment
- Emptying trash and cleaning and sanitizing waste receptacles
- Executing facility set-up and tear-down per instructions (includes moving and setting-up furnishings, e.g., tables, chairs and other items)

- Following security guidelines & procedures to maintain a secure church campus; opening/closing the facility, locking/unlocking interior and exterior doors, setting the alarm system; assisting with evacuations; and monitoring the facility for unsafe conditions
- Assisting maintenance staff with repairs, performing last-minute room setups and assisting staff with safety & security-related issues
- Meeting facility users and providing orientation, as needed; and assisting guests with directions and answering their questions – in effect, representing our church well to all who use our facility
- Identifying and reporting building maintenance needs to the Custodial Supervisor
- Assisting in snow removal as required
- While on duty, individual will utilize the church-provided custodial team cell phone to respond to calls in a timely manner.
- In addition, be available to fulfill other responsibilities as assigned

REPORTING RELATIONSHIPS

The Custodian reports to the Custodial Supervisor (who reports to the Campus Operations Director).

WORKING ENVIRONMENT

Moderate physical activity that is occasionally strenuous. Activities include physical plant custodial equipment operation (capable of lifting 60 lbs. regularly), occasionally working at heights and some exposure to dust and noise. Work days and work hours will vary to meet ministry needs. Work is generally expected to be accomplished on-site.