

**Job Description:** Maintenance Custodian

**Reports to:** Elder of Building & Grounds

**Status:** Part time; 15-20 hours per week (no benefits)

**Job Description and Responsibilities**

**Position Summary:**

The purpose of this position primarily consists of small general custodial maintenance duties.

**Personal Qualifications:**

- 1) Committed disciple of the Lord Jesus Christ.
- 2) Has a teachable spirit.
- 3) Self-motivated.
- 4) Be responsible of the church campus buildings ensuring that they are maintained representing Christlikeness.
- 5) Perform physical labor both indoor/outdoor environment.
- 6) Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written instructions.
- 7) Safely operate hand and power tools.
- 8) Safely operate pressure washer, leaf blowers, floor sweeper, etc.
- 9) Work with paint, solvents and cleaning chemicals.

**Position Responsibilities:**

- 1) Work with Custodial Janitor to identify stains and use proper chemicals for their removal.
- 2) Operate manual and power equipment; work effectively in and around the public.
- 3) Inventory routinely used parts and equipment to ensure they are readily available.
- 4) Perform minor carpentry repairs.
- 5) Perform small repairs, i.e., door locks, sign installation, loose railings, hanging pictures, etc.
- 6) Installation and repair of light fixtures and replacement of bulbs in the various buildings on church campus.
- 7) Troubleshoot and repair minor plumbing and electrical problems.
- 8) Communicates with Church Administrator when work is beyond minor repair and needs to be contracted out.
- 9) Use blower around entrances and sidewalks.
- 10) Empty clothes closet bin on a regular basis.

**As Requested:**

- 11) Set up tables and chairs in Building C and D for meals and events and take down as required.
- 12) Work with Custodial Janitor to sweep and dry mop Building C and D concrete floors.
- 13) Utilize walk behind motorized floor scrubber for Building C and D.
- 14) Assist staff and church members in preparing rooms, set-up equipment for meetings and other events as needed.
- 15) Other duties as assigned.

**Position Benefits:**

- 1) HOLIDAY AND VACATION POLICIES do not apply to this position.
- 2) Starting pay - \$18/hr.
- 3) Any salary increases will be by the recommendation of the Personnel Team to the elders and approved by church body during annual budget approval.