



Covenant Presbyterian, 1000 East Morehead Street, Charlotte NC 28204

Position: Custodian
Classifications: Full-Time, Non-Exempt
Reports To: Property Manager
Supervises: N/A

JOB SUMMARY

Responsible for daily housekeeping and event set-up and breakdown in assigned areas, and other tasks assigned by Property Manager. On call for all staff and members during work hours for needed custodian/janitorial duties.

Essential Functions:

- Daily (Sunday – Thursday). Clean spaces of campus assigned by Property Manager, either by task list or verbal communication. Campus spaces include but not limited to: restrooms, classrooms, conference rooms, offices, kitchenettes, common areas, worship spaces (Chapel, Sanctuary), recreation spaces, campus grounds including outside trash pick-up/emptying trash cans.
- Perform duties unique to Sunday - open and disarm alarm in Welcome Center and Sanctuary. Turn on lights in Chapel, Sanctuary and Welcome Center.

Open all doors leading into Sanctuary, Chapel and Welcome Center. Turn on lights in Preschool and 2nd Floor classrooms. Unlock door leading down into Preschool

Prepare coffee bar including making coffee. Unlock Fellowship Hall front door and patio doors. Set up courtyard tables for coffee and snacks. At the end of last service do tasks in reverse. Prepare Welcome Center and Fellowship Hall for next day
- Access eSpace via cellphone or computer daily to see what events are scheduled on campus for the day, and for next day that may require set-up.
- Assist staff and members of the congregation in set-up/tear down of spaces for programs/events.
- Respond to staff and members requests to perform tasks outside of assigned housekeeping areas. Notify the Property Manager when necessary to deviate from assigned tasks.
- Carries and answers the custodian cellphone to assure accessibility.
- Forms effective working relationships and rapport with members and staff.
- Corrects routine mechanical/technical problems within skill set. Notifies the Property Manager of problems beyond self's ability to correct.

- Identifies and corrects routine safety issues. Notifies the Property Manager of problems beyond self's ability to correct.
- Makes changes to facility spaces HVAC controls as needed.
- Makes changes to building access controls on Saturday and Sunday as needed.

Minimum Qualifications:

- Previous hands-on janitorial experience.
- In lieu of prior experience, displays a willingness to learn.

Physical Requirements:

- Requires prolonged standing and walking. Frequent bending, stooping, and stretching. Ability to lift up to 50 pounds unassisted.
- Requires hand-eye coordination sufficient to operate a walk behind floor scrubber, buffer, carts, and other basic janitorial equipment.
- Requires normal and/or correctable range of hearing and vision.
- Ability to work outdoors as required.

Work Conditions:

- Work involves contact with staff, members of the congregation, and the public. Work may have deadlines, multiple interruptions, high volume and may be stressful at times.
- Regular work schedule is Sunday – Thursday (PM Custodian). And Wednesday – Sunday (AM Custodian). Must be available for special events.
- Remote work is not available.

CORE COMPETENCIES

- **Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaries expressions of care.
- **Ethics and Values:** Honors the core values and beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.
- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidence; admits mistakes; operates without hidden agendas; responds to situations with constancy and reliability.

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Team Orientation:** demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
- **Listening:** Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of another; can describe the perspective of another, even when he/she disagrees.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Teambuilding:** Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.

EMAIL RESUME & COVER LETTER TO:

Curtis Reynolds
 Property Manager
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