



Job Description

Position Title:	Custodian
Reports to:	Facilities Maintenance Manager
Status:	Full-time; 40 hours/week, weekends and evenings required. Typical work hours include, but not limited to, 10 a.m. to 6 p.m. daily, plus covering two weekends/month.
FLSA Classification:	Non-exempt
Creation/Revision Date:	May 27, 2021; February 9, 2023

SUMMARY

The primary purpose of this position is to maintain the properties of Community Bible Church (CBC) and Community Care Center (CCC) so that the purpose of Loving God, Loving Others, and Reaching Out can be accomplished.

ESSENTIAL FUNCTIONS

The primary responsibility will be the properties and buildings of Community Bible Church, providing basic maintenance, general cleaning, setup and teardown for events, in addition to recruiting, leading, and working with volunteers from the congregation and the public to help accomplish tasks.

Administrative:

- Record work hours weekly.
- Other Duties as needed and assigned.

Coordination with Staff and Public:

- Work closely with the team to meet the needs of the Body of Christ who call CBC their church home.
- Manage, coordinate, and recruit staff members and volunteers in scheduling, setup, teardown, and cleanup for events held at CBC and CCC.
- Communicate closely with the Facilities Maintenance Manager regarding facility-related issues.
- Work in harmony with all staff members and volunteers.
- Provide evening and weekend coverage as needed (usually Wednesday evening and two weekends per month).
- Cover the Facilities Maintenance Manager position for scheduled vacations (this may require working more than 40 hours per week).
- Other Duties as needed and assigned.

Hands-on Maintenance / Custodial:

- Respond to facility-related emergencies.
- General cleaning.
- Assist cleaning volunteers.
- Manage all maintenance, ordering of supplies, and cleaning of the Community Care Center.
- Manage all maintenance, ordering of supplies, and cleaning of the CBC kitchen.
- Assist the Facility Maintenance Manager as needed with the maintenance of the outside grounds (snow removal, lawn care, landscaping, etc.).
- Other Duties as needed and assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Education and/or Experience

One to two years of experience is preferred, but not required, in property management or experience in maintenance, including, but not limited to, basic carpentry, plumbing, and electrical work, general knowledge of building construction and electrical equipment operation, and custodial services. Candidate must possess a valid Pennsylvania driver's license and have a clean driving record.

Other Skills, Abilities, and/or Training

- Ability to manage time well in order to complete tasks and projects on schedule
- Problem-solving skills
- Multi-tasking skills
- Customer service skills
- Self-motivated and responsible to work alone
- Open to feedback and open to continued learning
- Able to remain calm when dealing with a crisis
- Must be a mature, growing disciple of Jesus Christ
- Be a positive member of the CBC team
- Must demonstrate a servant's attitude and have a spirit of cooperation
- Should be spiritually gifted in leadership, administration, and helps
- Is in agreement with the doctrinal and constitutional statements of Community Bible Church

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Regularly required to reach up and out with hands and arms
- Regularly required to talk and hear, verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 50 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 50 pounds for a distance of 10 feet

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise levels; the individual is regularly exposed to outdoor weather and temperature extremes.