



We are a Christ-centered, nurturing community, growing in faith, serving in love and welcoming all with joy.

Job Description

- Job Title:** Building Custodian
- Reports to:** Building Manager
- Position Status:** 16 hours per week at \$18.00/hr. with occasional additional hourly opportunities. Hours are flexible and during typical business hours, with occasional weekend and early morning exceptions.
- Overview:** Building Custodian is responsible for supporting the Building Superintendent in keeping the church building and grounds are safe, clean and well maintained.

Specific Responsibilities (note: lists below are examples; responsibilities will be assigned between Building Custodian and Building Superintendent as determined by Building Manager):

- 1. In coordination with the Building Superintendent, conducts routine maintenance tasks and checks major systems such as heating or sprinkler for proper operation. Examples include:**
 - * empties boiler sludge weekly
 - * cycles ejector isolation valves bi-weekly
 - * checks sprinkler dry air pressure weekly
 - * checks and monitors operation of heating, access, alarm, AC systems/equipment
 - * replaces light bulbs and fluorescent tubes, interior and exterior
- 2. Performs minor repairs within scope of their capabilities and reports needs for major maintenance to the Building Manager.**
 - * replaces plumbing parts as needed
 - * repairs doors and windows
 - * other repairs as needed/requested
- 3. Programs alarm and access systems** for routine schedules and special access needs. Administers distribution and registration of access fobs in the database.
- 4. In coordination with the Building Superintendent, monitors contracted maintenance as requested by the Building Manager. Examples include:**
 - * snow plowing/removal, including shoveling 6 doorways
 - * lawn and garden mowing and trimming; spring and fall clean-up
 - * furnace/heating maintenance
 - * sprinkler system maintenance
 - * fire alarm system
 - * elevator inspection

5. Opens and closes the building for Sunday services, if needed.

- * moves furniture/objects as requested by Deacons

6. Orders supplies as authorized by the Building Manager or Facilities Ministry.

- *researches online and evaluates products and services prior to purchase

7. Performs routine cleaning tasks, in coordination with the Building Superintendent.

Examples include:

Daily

- * empties trash and recycling (full or not): Tucker, Henry, Stone, all 8 bathrooms, Front-Back-Upper Office, Kitchen

- * checks and refreshes bathrooms: wipes sinks and counters, flushes/spot cleans toilets

- * sweeps Vine & Dix entries

Bi-Weekly

- * cleans bathrooms

- * vacuums and dusts lobby, hallways, church office, stairs, 2nd floor rooms

- * mops kitchen floors

Weekly

- * empties trash: 5 team offices, sacristy, family room, sanctuary on Sunday, Chidley after every event

- * cleans Pastor's bathroom and vacuums staff offices

- * in Sanctuary, tidies up, removes stray objects, empties trash, and dusts window sills as needed

- * in Sanctuary, checks and fills supplies of candles, tissues and hand cleanser

Monthly

- * sweeps and damp mops uncarpeted staircases (one per week)

- * dusts/removes cobwebs

- * in Sanctuary, cleans wood floor between/under pews

Seasonal deeper cleaning

- * polishes pews, dusts/removes cobwebs in hard to reach, elevated areas where ladders are required, washes windows, etc.

As needed

- * cleans spaces in preparation for church event, special service or funeral

- * Removes rubbish and recycling from the premises for proper disposal.

- * no food waste left in receptacles overnight

- * rear kitchen area cleaned out daily, material taken to shed

- * all rubbish stored inside shed; exterior kept neat

8. Performs groundwork, in coordination with the Building Superintendent.

- * checks litter and other debris around perimeter of building – at least weekly

- * Spring, Summer, Fall: waters planters and removes litter, if needed

- * Winter: de-ices and salts, if needed; adds snowmelt and shovels to ensure sidewalks are safe at all times

- * Stores and maintains shovels, yard tools and equipment

9. Assists with events, as needed.

- * sets up and takes down needed chairs and tables for church meetings and usage by outside groups.

- * washes dishes same day for all events if event-holders fail to do so

- * performs extra cleaning before and after events, as needed

- * is on-hand to support events as needed; e.g., opening the building, locking the building, moving tables and chairs, etc.

10. Supports miscellaneous staff requests.

- * hangs banners

- * moves furniture and other items

- * installs/removes AC units
- * other reasonable requests

11. Performs other responsibilities as directed and negotiated within the limits of the position.

- * for example, assists with preparation for services in Reno Garden

12. When needed, provides services related to weddings, memorials and funerals for which Building Custodian is compensated separately. Assignments will be worked out between the Building Manager and Building Custodian.

- * Instructions to be provided by Ministers

13. When assigned, provides needed services related to rental events for which Building Custodian is compensated separately. Assignments will be worked out between the Building Manager and Building Custodian.

- * Instructions to be provided by renters either in person (preferred) or on Facilities Request Form

14. May be needed on occasion to provide coverage for special Church events including Christmas and Easter holidays:

Coverage schedule will be worked out between the Building Manager and Building Custodian. Compensation for these additional hours will be either (i) by a reduction in normal hours worked during the week of the special Church event, or (ii) additional hourly pay if no reduction in normal hours worked is taken.

15. Participates in meetings and communications.

- * Participates in bimonthly staff meetings with Building Manager and/or Facilities Ministry Chair
- * Communicates regularly in person and electronically with Building Manager and/or Facilities Ministry Chair
- * Attends meetings as called by Building Manager, Ministers or church Ministries

Approximate Allocation of Time:

Task	Hours per Week
Set Up/Tear Down	2
Maintenance and Repairs	2
Cleaning	12

Experience:

- Must have one or more years' experience in maintaining systems in, performing minor repairs on, and cleaning a large building.

Certificates, licenses, registrations:

- Driver's license preferred but not required.
- Occasional access to a car is preferred but not required.

Working conditions:

- Sits, stands, bends, reaches and moves intermittently during work.

- Works beyond normal hours, at the discretion of the Building Manager, for planned functions of the church and building emergencies.
- Communicates with supervisor and other church staff, volunteers, members and guests.
- Is exposed to slippery conditions, odors, outside weather conditions, etc.

Specific Skills:

- Must be a self-starter and possess the ability to make independent decisions and act on them, when circumstances warrant it and report back to the supervisor appropriately.
- Must possess good written and verbal communication skills.
- Must be able to deal tactfully and cooperatively with staff, volunteers, members and guests.
- Must maintain care in use of supplies and equipment and make regular inspections of the building's areas.
- Must be able to use and respond to email messages, research websites, order supplies online, and learn door access and heating software. Familiarity with Microsoft Word and Excel is preferred, but not required.

Physical Abilities: The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess sight/hearing/smell senses, or use prosthetics that enable these senses to meet the responsibilities of the job.
- Must be able to manage time and multiple tasks and projects.
- Must be in good general health.
- Must be able to lift, push, pull, and move equipment, supplies, etc., up to 25 pounds and transport up to 150 pounds with mechanical assistance.
- Must be able to climb a 20 foot ladder.

Annual Evaluation: Performance reviewed annually through a process administered by the Personnel Ministry in consultation with the Building Manager.

Date: June 29, 2022.