

Job Description



Title: Custodian

Classification: Part-time C | Non-exempt

Supervisor: Facilities Director or Facilities Manager

Purpose: As part of the support staff at Cedar Valley Church, the Custodian performs janitorial and custodial maintenance and cleaning duties required to ensure the cleanliness and safety of the facilities. Additionally, the Custodian performs room set-ups and ensures the security of the facility.

Roles

1. Cleaning

Purpose: Ensure the cleanliness of the overall facility.

Responsibilities:

- Use hand and powered cleaning devices to perform daily and periodic floor cleaning and vacuuming tasks in areas with carpet, resilient tile, quarry tile, concrete, and wood.
- Clean all vertical and horizontal surfaces, including masonry, fabric, upholstered furniture, glass, windows, walls, doors/hardware, hard surfaces, wood and plastic laminate desks, counters, and work surfaces, as well as play and nursery areas. Clean and sanitize restrooms, fixtures, and kitchen facilities.
- Select and use cleaning materials and equipment appropriate to each specific task and condition (as defined by the Facilities Manager) and ensure safe and effective application in accordance with label and product safety data sheet instructions and warnings. Use appropriate clothing and equipment to meet health and safety standards.
- Removing and disposing of routine building trash and recycling, including proper disposal of confidential waste.

2. Setup

Purpose: Perform room setups, as needed for church and school activities.

Responsibilities:

- Read and understand the room scheduling program and set rooms as directed.
- Perform both routine and specialized support tasks, including moving furniture and equipment for room set-ups and relocations including construction and renovation project clean-ups.

3. Security

Purpose: Support all processes and tasks to ensure building and staff security.

Responsibilities:

- Monitor the security of the building while performing duties. This position may require working independently during evening and weekend hours and serving as the individual responsible for opening and/or securing the facility, including checking doors and windows and arming and disarming alarm systems.
- Perform all assigned tasks safely and promote safety within the organization.

4. Other

Purpose: Perform other tasks as needed.

Responsibilities:

- Perform routine and specialized ground maintenance tasks using hand and power equipment in the performance of lawn care, landscaping, and snow and ice control. Ensures outside perimeter cleanliness
- Works with others in a team environment, accepts directions from supervisors, collaborates effectively with other custodians, and follows standard cleaning procedures. Promotes the mission and vision of Cedar Valley Church.
- Other duties as apparent or assigned.

Qualifications

Minimum Requirements:

- Must be at least 18 years of age due to the responsibilities of working independently, operating commercial cleaning equipment, and opening and securing the facility during evening and weekend hours.
- Must successfully complete a post-offer, job-related physical examination to determine the ability to safely perform the essential functions of the position, with or without reasonable accommodation.
- Must be able to work evenings and weekends as assigned.

Knowledge, Abilities and Skills:

- Some basic knowledge of cleaning methods and practices or a willingness to learn.
- Ability to operate mechanical cleaning equipment required.
- Must be able to safely operate commercial cleaning equipment and comply with all safety procedures and applicable OSHA requirements.
- Ability to follow simple oral and written instructions.
- Ability to provide customer service in a professional manner.
- Must be able to report to work on a regular and timely basis.
- Must possess problem-solving skills, be self-motivated, and be able to work alone.

Physical Demands:

- Work is performed both inside and outside the facility.
- This position requires frequent standing, walking, bending, squatting, kneeling, twisting, climbing ladders, reaching, grasping, pushing, pulling, and repetitive hand and wrist movements.
- The position requires regularly lifting and carrying up to 50 pounds, with or without assistance, and moving furniture and equipment for room set-ups.
- Employees may be exposed to cleaning chemicals, water treatment chemicals, seasonal weather conditions, and occasionally bodily fluids, infectious diseases, or hazardous materials.

Education, Training, Experience:

- High school graduate or equivalent.
- A successful candidate should have at least one year of related experience.

Other Requirements:

- Authentic relationship with Jesus Christ as Savior and Lord.
- Compatibility with the Cedar Valley Church mission, values, vision and a lifestyle appropriate to a person in Christian ministry.
- The Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities.

- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Work Hours

- Part-time; 10–15 hours/week.
- Position hours: Monday–Friday Evenings, weekends as assigned.
- Changes in work schedules may be necessary due to the nature of our work and the need to coordinate our working hours with weekend and weekday services and activities.
- This position may require additional hours for visits and other work events.

Compensation

- Starting pay \$15–16/hour
- Earned Sick & Safe Time