

Custodian

Employee Name:

Department: Facilities

Reports To: Director of Facilities

Exemption Status: Non-Exempt

FT/PT: Part-Time (32 hrs/wk)

Approved By: Eric Bahr

Approved Date: 4/10/2017

SUMMARY

Works under direct supervision of the Facilities Director to create and support a clean, safe, and hospitable campus for all staff, congregants, preschool families, and visitors. Assists the Facilities Director in the maintenance of facilities. Is responsive to expressed custodial needs of the Facilities Director and others, utilizing efficient oral and written communication, and timely action appropriate to those needs. Effectively represents the department to broad array of contacts in and outside of Bel Air Church, maintains positive rapport with coworkers, and all others on campus. Demonstrates high team morale, acquires leadership skills and applies those skills on a daily basis. Develops reputation as a reliable/dependable partner to management and colleagues inside and outside of the department.

NON NEGOTIABLE:

- Live the Bel Air Church mission, vision, and values
- Highly collaborative, motivated, and team focused in a fast paced environment
- Emphasizes team, multiplies networks within the community, self-starter
- Works well in a learning, dynamic and constantly changing environment
- Problem solver not a “problem bringer”

MEASURABLES:

- Service orientation
- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Campus Environment, with special attention to assigned area of responsibility**
 - Create and support a clean, safe, and hospitable space for all who engage with the Bel Air Church campus.
 - Open property, unarm alarms, and open gates
 - Unlock doors, set thermostats, and turn on lights where applicable or for the offices
 - Clean all exterior/interior areas per daily calendar and/or areas in need of attention
 - Clean and restock restrooms daily
 - Provide beverages as requested by the calendar, break down after meetings

- Cleaning includes (but not limited too) dusting, vacuuming, emptying trash, mopping floors, cleaning glass, washing tables and chairs, washing walls, cleaning carpets, waxing floors
 - De-trash all areas, including exterior cans and lots daily
 - Empty recycling bins into the recycling bin daily
 - Turn around all facilities at the end of the day to prepare for the next day
 - Lock up at the end of the day (turn off lights and HVAC where necessary, lock all campus buildings and driveways)
- **Planning, Organization, and Communication**
 - Check daily calendar for set ups and turn around rooms for the next calendared meeting
 - Use the Facilities Checklist daily
 - Communicate with other custodians verbally and using your plan sheet
 - Attend all daily custodial meetings
 - Answer pages promptly
 - Check your mail box and email
 - Be visible and helpful to staff and congregation
 - Maintain timecard accurately, taking and recording breaks according to schedule
- **Safety and General**
 - Adhere to all custodial staff guidelines and rules as printed
 - Adhere to all safety and PPE (Personal Protective Equipment) guidelines
 - Inform facilities manager of safety or breakage issues
 - General/passive security. Keep your eyes open at all times for any possible situation and react appropriately
- **Other related duties or projects, as assigned**

POSITION REQUIREMENTS

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); two to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to understanding and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.

Computer Skills: Knowledge of Microsoft Applications with emphasis on Outlook.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items up to 50 pounds. The employee must occasionally lift and move items over to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is frequently required to use standard custodial equipment, such as vacuums, carpet cleaner, and custodial carts. The employee is occasionally required to use standard office equipment, such as computers, telephones, pagers, photocopiers, and filing cabinets. The employee may occasionally be required to operate a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position operates primarily in a professional office environment, as well as in classroom, kitchen, and outdoor spaces. This position will interact regularly with others in a fast-paced environment, in indoor meeting spaces and outdoor areas of the church campus. While performing the duties of this job, the employee is frequently exposed to odors, fumes or airborne particles, cleaning products, and moving mechanical parts. The employee is occasionally exposed to noise and outside weather conditions.

This position requires little to no travel.

My signature below indicates that I have read, understand, and acknowledge receipt of this job description. I understand that if I have any question at any time regarding any part of the above-stated responsibilities, I may contact my immediate supervisor. The information contained in this job description may be amended from time to time at the sole discretion of Bel Air Church.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____