

## Custodian

**Employee Name:**

**Department:** Facilities

**FLSA Status:** Non- Exempt

**FT/PT:** Full Time (37.5 hrs/wk)

**Date:** 10/25/2018

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**Overview:** Under the supervision of the Facilities Director, this position maintains a clean working environment for all staff and visitors. Contributes toward BAC's value of Hospitality, ensuring all areas of the campus are safe and welcoming.

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### Values

- We live the Bel Air Church mission, vision, and values.
- We focus our time, talents, and energy on advancing the strategic goals and priorities of Bel Air Church.
- We are highly collaborative, motivated, and team focused in a fast paced environment.
- We emphasize team, multiply our impact within the community, and are self-starters.
- We strive to work well in a learning, dynamic, and constantly changing environment.
- We seek to identify and work toward solving issues directly.

### 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
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### Accountability and Relationships

- **Reports to:** Facilities Director
  - **Supervises:** This position has no direct reports
  - **Relates closely with:** Custodial Team, all staff and visitors to the campus.
  - **Key team and meeting participation:** Daily Facilities Team meetings; All-Staff meetings; other meetings as assigned
  - **Evaluation:** Performance evaluations will be conducted at least annually by the Facilities Director; as with all job descriptions, details may be adjusted as deemed necessary through the evaluation process
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## Essential Responsibilities and Duties

- **Campus Environment, with special attention to assigned area of responsibility**
    - 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
    - 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
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## Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, attribute, 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); or one to two years custodial experience and/or training; or equivalent combination of education and experience.
- **Certifications/Licenses/Registrations:** None required for this position.
- **Language Skills:** Ability to effectively communicate in English language in one-on-one and small group situations to stakeholders of the organization. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to communicate effectively in writing.
- **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 understand and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations.

- **Computer Skills:** Knowledge of Microsoft Applications with emphasis on Outlook. Ability to learn new computer skills as necessary to the position.
- **Other Qualifications:**
  - As a religious organization, all employees must affirm Bel Air Church’s Statement of Faith, based upon their sincerely held religious beliefs, and demonstrated by a growing relationship with Jesus Christ. This is an essential commitment to contribute toward BAC’s mission, goals, and purpose.
  - Integrity, honesty, and reliability
  - Ability to handle sensitive information and situations professionally
  - Strong attention to detail
  - Strong problem solving skills with ability to recognize and address issues
  - Ability to foster productive working relationships at all levels of the organization
  - Ability to follow through on all daily open items
  - Ability to multi-task and work under the pressure of changing priorities
  - Spirit of flexibility and willingness to accept and lead through change

### Physical Demands and Work Environment

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. 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.

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. This employee will routinely be required to use standard office equipment, such as computers and telephones,

This job operates in a professional office, classroom, and church campus environment. While performing the duties of this job, the employee may be exposed to odors, fumes or airborne particles, and moving mechanical parts. The employee is occasionally exposed to noise and outside weather conditions.

### Acknowledgement

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.

Can you perform the functions of this job without reasonable accommodations?     Yes     No  
 (An accommodation is any modification or adjustment to a job, and employment practice, or the work environment.)

If no, please note accommodations required. Some accommodations may require medical certification, as appropriate:

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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