



## **Custodian**

Part-time, 23 hours/week @ \$15/hr

### **General Description:**

The Custodian is responsible for ensuring the First Christian Church facility is clean, well-maintained, and always prepared to receive guest and members for weekend services and mid-week events.

### **Essential Job Functions:**

- Consistent and general cleaning of the FCC facilities.
  - Clean rooms, hallways, restrooms, offices, and stairways.
  - Vacuum, sweep, remove debris, and mop floors through the facility.
  - Regularly check the trash receptacles, emptying as needed, in all areas.
  - Clean windows and mirrored surfaces.
  - Dust fixtures and furniture.
  - Wash walls, woodwork, doors, and sills.
  - Replenish hand-soap, paper towels, toilet paper, etc., as needed.
- Building arrangement.
- Provide needed supplies list for cleaning.
- Securing and closing the building at the end of the evening.
- Be available to offer assistance to those who are scheduled to use the facility.
- Perform other duties as assigned.

### **Work Schedule**

- (Up for discussion)
- Monday, Tuesday, Thursday - 4:30pm to 9:30pm
- Saturdays - 10:00am to 6:30pm (1/2 hr meal break)

### **Education and Experience:**

Previous custodial or professional cleaning experience is preferred but not required. Possession of a high school degree (or GED equivalent) is required. The successful individual will be a self-starter and give careful attention to details.

### **Position Structure and Level**

This position will directly report to the Facilities Director.