

Eastminster Presbyterian Church Position Description

Custodian

Primary function: to clean and maintain the Church and Pre School facilities to achieve a clean, neat and healthy appearance.

Eastminster is a smoke free campus and no smoking is permitted in any of our facilities.

Custodian will report to and take direction from the Facilities Manager, who is responsible for the house keeping services within the facility.

Duties Include:

- Clean and sanitize rooms, hallways and bathrooms using established practices and procedures daily.
- Vacuum floor, empty waste baskets, trash containers and recycle containers.
- Refill restroom dispensers, supply toilet paper, paper towels to appropriate areas.
- Assist/perform waxing and shampooing as needed or scheduled.
- Use assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpet, furniture, etc.
- Lock assigned buildings, secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing debris from sidewalks.
- Move furniture, equipment, supplies and tools as needed.
- Wash accessible interior windows when scheduled.
- Have essential physical and mental capabilities in the following: interpersonal skills, memory, attention to detail, follow directions, comprehension, and suggestions.

Thirty day probationary period required for newly hired employees. New hires can be dismissed at this time at employer's discretion.