



## Custodian

We are looking to hire a hard-working, proactive, efficient Custodian to keep our building functionally and aesthetically intact. Because the property is a church, the individual should possess an understanding of proper cleaning methods and a respect for the religious and cultural beliefs of others. The Custodian will ensure the building is tidy, clean and well-maintained. The Custodian will sweep, mop and vacuum floors, and dust surfaces. You will clean walls, ceilings, windows and other surfaces. You will prevent and eliminate indoor pests. To ensure success you need to prioritize tasks and take pride in your work. Top candidates will be energetic, upstanding and dexterous.

### Custodian Responsibilities:

- COVID-19-compliant disinfecting of the entire building.
- Sweeping, mopping and vacuuming floors.
- Waxing furniture and cleaning fixtures.
- Disposing of trash and emptying trash receptacles.
- Performing maintenance, such as changing light bulbs and restocking bathrooms, and minor repairs.
- Keeping buildings free from indoor pests.
- Maintaining cleaning equipment and inventory of cleaners and other supplies and submitting requests when items need to be replenished.
- Ensuring equipment and lights are switched off, and premises are locked after hours.
- Collaborating with outside contractors when necessary.
- Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
- Other duties as assigned.

### Custodian Requirements:

- High School Diploma, GED, or suitable equivalent.
- Basic mathematical skills.
- Proficient knowledge of cleaning equipment and agents and understanding of cleaning techniques and safety procedures.
- Ability to work with minimal supervision.
- Strong communication, comprehension, and interpersonal skills.
- Proficient with handling basic maintenance repairs.
- Physically agile and dexterous & ability to lift up to 50 lbs.
- Available to work after hours.
- Resilient to cleaning agents and chemicals.
- Flexibility to adjust schedule to suit the needs of the program.
- Demonstrated organizational skills.
- Motivation to work independently or with others to provide thorough, efficient custodial services.