

## **Building Maintenance / Custodian Christ United Methodist Church**

This position is a full time hourly position (37.5 hours per week).

### **Responsibilities:**

- Clean and sanitize restrooms/bathrooms.
- Clean, dust and wipe furniture; sweep, mop or vacuum floors; empty/clean Wastebaskets and trash containers; replace light bulbs, fill restroom dispensers
- Assist with setup of facilities for meetings, classrooms, conferences, events, etc.
- Clean and buff hard surface floors, vacuum carpets and spot clean carpets.
- Use and maintain power equipment and hand tools, vacuums, brooms, mops and squeegees for the cleaning and maintenance of floors, carpets, walls, etc.
- Use ladders when required for work assignments.
- Perform general maintenance, repair and painting of facility.
- Lock and unlock assigned buildings; secure building when facility not in use, turn off lights.
- Follow instruction regarding use of chemicals and supplies. Use as directed.
- Perform cleaning related activities such as removing debris from sidewalks.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows.
- Attend to emergencies when necessary.
- Assist with inventory control, load and unload trucks occasionally.
- Perform additional duties as required.
- Availability to work weekends.

### **Qualifications:**

- Ability to receive and comprehend instruction in English and communicate effectively.
- Willing to learn and work with others.
- Ability to respond to emergency calls during off-duty hours.
- Must be able to work evenings, weekends and special events as necessary.
- Have essential physical capabilities in the following: interpersonal skills, memory, attention to detail, follow directions, comprehension, reading, writing and speaking.

### **Supervisor:**

Director of Facilities