JOB DESCRIPTION

Position Title:	Custodian
Department:	Facilities
Campus:	White Lake
Date:	August 2020
Supervisor:	Associate Pastor
FSLA Status:	Non-Exempt

Position Profile:

To complete the daily work schedule (located in the daily log books) with an attitude of professional excellence, as it pertains to the event set up's and cleaning of the church facility.

Skill Set:

➢ Demonstrates a positive attitude
➢ Ability to work well with people
➢ Must have an attention to detail
➢ Be self-motivated and able to work by them self
➢ Must be dependable and show up to work on time
➢ Be able to lift items such as tables and chairs
➢ Mechanical ability is a plus

Experience Qualifications:

➢ Minimum of a high school diploma or GED
➢ Preferably have some type of cleaning experience
➢ Available to work weekends and holidays

Duties and Responsibilities:

➢ Cleans class rooms, bathrooms, lobby, Worship Center & hallways
➢ Sets up rooms for events by moving table & chairs into various layouts
➢ Performs vacuuming of carpets, emptying of trash, dusting, wiping down counters and tables
➢ Cleans sinks & toilets, cleaning counters, wiping down partitions, mopping floors, replenishing paper & soap products

Physical Requirements:

➢ Must be able to lift up 70lbs on a regular basis (i.e. tables, etc.). Teamwork lifting is strongly encouraged
➢ Climb up onto and down from ladder
➢ Ability to continuously stand or walk
➢ Ability to bend, climb stairs and lift overhead frequently

Spiritual Responsibilities:

Ensure that all actions performed within the context of this job position accomplishes and furthers the mission, vision and values of Woodside Bible Church (Belong, Grow, Reach).

Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED	REVIEWED BY		DATE	
APPROVED BY			DATE	