

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P: 248-879-8533

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Position Title:	Custodian
Department:	Facilities
Campus:	Troy Campus
Date:	March 2022
Supervisor:	Custodial Coordinator
FSLA Status:	Non-Exempt

Position Profile:

The Custodian serves as a member of the Troy campus team and is under the direction and leadership of the Custodial Coordinator. Their role is to complete the daily work schedule with an attitude of professional excellence, as it pertains to event set up 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

Competencies:

- Attention to Detail
- Decision Making/Judgement
- Demonstrating Initiative
- Dependability
- Driving Projects to Completion
- Job Knowledge
- Managing Stress
- Performing Physical or Mechanical Tasks
- Prioritizing and Organizing Work
- Servicing Staff
- Working Safely

Experience Qualifications:

- Minimum of a high school diploma or GED
- Cleaning experience preferred
- Available to work weekends and holidays

Duties and Responsibilities:

- Cleans classrooms, bathrooms, lobby, Worship Center, and hallways
- Sets up rooms for events by moving table and chairs into various layouts
- Performs vacuuming of carpets, emptying of trash, dusting, wiping down counters and tables

- Cleans sinks, toilets, and counters. Wipes down partitions, mops floors, replenishes paper and 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
- Physical ability to occasionally work or sit in a low or crouching position

Spiritual Responsibilities:

- Ensures 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)
- Adheres to the Statement of Faith as established and approved by Woodside Bible Church
- Is committed to being a faithful member in good standing and involved in all five commitments within Woodside Bible Church; Worship, Give, Serve, Word/Prayer and Groups

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	

