

# New Covenant Bible Church

## Ministry/Job Description

**Position Title:** Custodian

**This Position Reports to:** Facility Manager

**Position Summary:** Responsible for janitorial care and maintenance of church facilities. Custodian cleans building areas, sets up for events, and reports breakdowns or problems to Facility Manager.

| Key Areas of Responsibility                     | Specific Tasks   |
|---|--|
| 1. Basic facility cleaning                      | <ul style="list-style-type: none"><li>• Clean assigned areas of facility</li><li>• Clean and maintain special equipment/fixtures as assigned</li></ul>                               |
| 2. Facility set-up and tear down for room usage |  |
| 3. Special projects as assigned                 | <ul style="list-style-type: none"><li>• Window washing</li><li>• Shampoo carpets</li><li>• Operate cleaning equipment</li></ul>  |
| 4. Other  | <ul style="list-style-type: none"><li>• Shift Supervisor (if applicable)</li><li>• Basic Maintenance (if applicable)</li></ul>   |
| Technical Skills                                |  |
| Position Qualifications                         |  |
| Education or Work Equivalency                   | <ul style="list-style-type: none"><li>• High School diploma</li></ul>  |
| Required Qualification(s)                       | <ul style="list-style-type: none"><li>• Ability to lift 50 lbs.</li><li>• Trustworthy &amp; reliable</li><li>• Servant heart</li></ul>   |
| Desirable Qualification(s)                      | <ul style="list-style-type: none"><li>• Flexible schedule</li><li>• Ability to use discretion in issues of confidentiality and building usage</li><li>• Warm people skills</li></ul> |

Date: June 2014