

**SANTA CRUZ BIBLE CHURCH
JOB DESCRIPTION**

POSITION: Facilities Team: Custodial
RESPONSIBLE TO: Director of Facilities

General Description

The Custodian is to contribute to the effective operation of the SCBC Facility by maintaining a clean, sanitary and attractive appearance of all buildings and facilities. This is accomplished by performing set-up, cleaning and maintenance duties in a professional, efficient and safe manner. Hours: 12 – 20 hours per week average or as scheduled.

Essential Job Functions

1. Perform a broad range of cleaning and minor maintenance.
2. Proactively looks to the daily Facilities Schedule for additional room set ups, etc.
3. Cleans, dusts, vacuums, and washes ceilings, floors, walls, furniture, bathrooms, rooms, kitchens, hall ways, windows, doors, stairways, seats, and any other related equipment and fixtures.
4. Sweeps, mops, vacuums, cleans, all floor surfaces.
5. Collects garbage/recycle and disposes of properly.
6. Replenishes disposable supplies such as toilet tissue, soap, paper towels, etc.
7. Uses equipment and supplies properly in accordance with all safety regulations and procedures.
8. Ask questions for safe use and understanding of equipment.
9. Reports problems, damage or vandalism to supervisor.
10. Reports to supervisor when available for other duties during shift.
11. Assists in or assumes work duties and tasks normally designated to other Facilities Team members or shifts such as moving furniture, replacing lights, security monitoring, painting touch up, graffiti removal, etc.
12. Ensure proper alarm procedures and campus lock-down procedures are followed when opening or closing facility.
13. Performs any other operational duties as required.
14. To be on time, clock in/out and use time wisely and productively.

Competencies Required

1. the ability to work and communicate effectively within a team environment.
2. the ability to be self-driven and self-motivated to accomplish tasks set before you on your shift as you will generally work independent of others.
3. the ability to support and communicate effectively with the Facilities Director, other Departments, the public, staff.
4. the ability to carry out approved policies and procedures communicated by the Facilities Department.
5. the desire and ability to engage in learning new skills and improvement.

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6. to understand and promote confidentiality as the norm.
7. the ability to perform minor maintenance tasks.
8. knowledge of and ability to perform practices and procedures required to maintain a building and the grounds surrounding SCBC.

Work Environment (equipment, demands, hazards):

- Use tools required in performance of duties such as mops, brooms, plungers, buffers, carpet extractors, rug shampooers, carts, hammers, screwdrivers, etc.
- Work with varying cleaning liquids, powders, sprays, soaps, using gloves, etc.
- Potential to be exposed to chemicals, unclean substances and soiled conditions while taking all necessary precautions for personal and property safety.
- Job requires predominately walking and standing. Normal work time spent both indoors and outdoors.
- A neat and tidy personal appearance must be maintained.
- Occasional periods of high levels of physical exertion are needed. This includes heavy lifting (50+ lb.), walking, bending, pushing large loads, carrying, stooping, reaching, standing on ladders, etc.
- Available to work evenings, days and weekends as required as well as large and special events.