

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Custodian

Summary: The Custodian contributes to the mission of Bethany Community Church by making sure that buildings and grounds are neat, clean, free from clutter, and safe for the many ministries and people of Bethany.

Location: Bethany Green Lake

Reports to: Facilities Director

FLSA Status: Non-exempt, Part-time

KEY RESPONSIBILITIES

- Remove trash
 - Empty/clean wastebaskets and trash containers
 - Handle recycling and compost materials
 - Replace all liners
- Clean and sanitize restrooms
 - Clean mirrors
 - Refill/restock restroom dispensers (soap, toilet paper, paper towels, feminine bags)
 - Wash and sanitize toilets, urinals, sinks, and showers
- Sweep, mop and maintain floors
 - Strip, clean, buff, seal and finish hard surface floors
 - Vacuum and shampoo carpets
- Setup facilities for meetings, classes, conferences, events, and services
 - Adjust table and chair placement per room requests
 - Clean, dust, and tidy furniture and surfaces
 - Clean white boards and restock pens
- Maintain Bethany Green Lake outer premises
 - Keep sidewalks, entrance areas, and parking lot clean
 - Perform general grounds landscaping and upkeep
- Ensure security of buildings
 - Lock and unlock assigned buildings
 - Secure building when facilities are not in use, check for unlocked or opened doors and windows, turn off lights, and set the alarm
 - Report any unauthorized occupants
- Perform general duties as a member of the Facilities Team
 - Keep facilities spaces and carts clean and organized, assist with inventory control
 - Accept and sign for deliveries made to the building when necessary
 - Assist guests to the facility as needed/requested
 - Perform minor building maintenance and repairs
 - Move furniture, equipment, and supplies on an incidental basis
 - Observe proper handling procedures when using chemical cleaners
 - Support and enforce all health and safety regulations and guidelines
 - Monitor facilities for damage and report major damage to Facilities Director
 - Wash walls, windows, blinds, equipment, cleaning rags and mops as needed
- Participate as a member of the Bethany Green Lake and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Experience as a custodian, janitor (or a similar role)
- Knowledge of cleaning methods, use and maintenance of cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous materials
- Familiarity with basic landscaping and general maintenance/repair practices
- Attentive to detail and conscientiousness
- High school diploma or GED is preferred but not required
- Ability to prioritize workload and meet deadlines
- Strong verbal and written communication skills
- Valid Washington State Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment, preferred
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule varies; 25-30 hours/week
<i>Physical Demands:</i>	Must be able to work in an office and outdoor environment. Must be able to move between buildings on campus. Must be able to lift up to 50 lbs. Must be able to drive company vehicles. Use of ladders required in some work assignments. Duties can require pushing equipment up to 50 lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking. Non-smoking building and environment. Position requires use of cleaning supplies and chemicals.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.