



POSITION TITLE: FT CUSTODIAN

REPORTS TO: FACILITIES DIRECTOR

JOB CLASSIFICATION: NON-EXEMPT

MISSION (PURPOSE): The mission of River West church is to build a community of Christ for the world. The *Custodian* position will provide assistance to the Facilities Director by performing duties in the care, maintenance and preparation of the facility to insure a clean and inviting physical environment for all the activities held at River West Church. In particular, this position will provide custodial duties, room set-up and break-down, and duties necessary to facilitate all on-site ministry events to help facilitate healthy connections with the body of River West Church.

Responsibilities:

1. *Ministry event support*

- a. Ensure all rooms, (classrooms, meeting rooms, sanctuary, restrooms, offices, kitchen, nursery etc.) are set up, clean and ready for scheduled use
- b. Maintain clutter-free atmosphere in all areas of building and grounds
- c. Ability to interact with church ministry staff, ministry partners and volunteers in responding to facility-related requests

2. *Custodial care of facilities-All Areas*

- a. Daily, quarterly and annual cleaning of windows, restrooms, vents, doors, carpet, sinks/counters, chairs, light fixtures, etc.
- b. Sanitizing surfaces
- c. Dusting high and low
- d. Parking lot and grounds cleanup
- e. Replacing lights-canned fluorescents inside and outside
- f. Garbage removal and recycling

3. *Facility Oversight:*

- a. At the direction of the Facilities Director, oversee church event set up and custodial staff
- b. Be available to fill-in for the Facilities Director during times of leave
- c. Learn and understand the building systems (HVAC, Fire/Security, Kitchen, equipment, etc.). Be able to trouble-shoot the repair of systems or coordination of outside repair companies, when the Facility Director is not available

4. Working conditions and requirements

- a. Understand and follow verbal and written instructions
- b. Able to stay physically active throughout each shift. May be required to lift heavy equipment up to 50 pounds. Must have physical ability to perform essential work functions
- c. Work may occasionally be performed outside under varying weather conditions
- d. Must be available to work a flexible schedule to accommodate ministries of River West Church, including evenings and weekends
- e. Basic knowledge of hand and power tools needed to perform minor repairs
- f. Background in commercial facility custodial work or general construction work preferred

5. Personal and Spiritual Requirements

- a. Agree and adhere to the River West Statement of Faith. Preferably be an active member of River West Church or agree to become an active member of River West Church
- b. Have a personal relationship with Jesus Christ and be a consistent witness for Jesus. Maintain a courteous Christ-like spirit when dealing with people within and outside of River West Church.
- c. Good verbal and written communication skills. Have the ability to understand and follow verbal and written instructions.
- d. Able to work alongside others in context of teams as well as to work independently
- e. Ability to make decisions and follow through on commitments.
- f. Ability to maintain confidentiality
- g. Must successfully complete a criminal background check

Note: This job description does not imply that these are the only duties to be performed by the employee occupying this position. This role will follow any other job-related instructions and perform other job-related duties as required by their supervisor. River West as the right to revise this job description at any time. *(This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship).*