



Position Description for
Sunday Custodian

Title: Sunday Custodian (Roseville Campus)

Reports to: Roseville Campus Custodial Lead

Employment Status: Non-Exempt

Summary of Position:

Under the general supervision of the Roseville Campus Custodial Lead, the role of the Sunday Custodian is to carry out the Sunday custodial duties allocated to the NHCA building and the Roseville Sanctuary including, but not limited to, the sanctuary, classrooms, kitchen, office areas, bathrooms, storage areas, entrances and final moment room set ups. The Sunday Custodian may also be responsible for performing emergency and unforeseen duties common to Sunday services, classes and ministry events.

Examples of Duties:

- Give oversight to the physical environment for cleanliness, comfort, safety, and low-level security, e.g. open by 6:30 am/lock building doors, turn on/off lights, activate/deactivate alarm system, and respond to emergencies.
- Complete assigned cleaning schedule and room set up duties, prior to, and following Sunday services and ministry events. These duties include:
 - Clean and sanitize restrooms fixtures, toilets, urinals and urinal walls with germicidal solution;
 - Refill paper towels, tissue, toilet paper and hand soap in all dispensers;
 - Pick up paper scraps and discarded items within the sanctuary and classrooms;
 - Wet mop or clean with mechanical scrubbers all washable floors including kitchen, hospitality areas, bathrooms, hallways using germicidal solution;
 - Sweep or vacuum floors including cleaning all entrance spaces;
 - Empty/clean wastebaskets and trash containers;
 - Collect and bag all garbage, placing the tied bags in assigned dumpster;
 - Remove snow from entrance areas and apply ice melt during the winter season;
 - Perform other cleaning duties as assigned by the Custodial Lead.
- Assist with final moment facility set ups including moving tables, chairs, furniture, supplies, equipment, and normal operational support. Be able to lift/move up to 60 lbs.
- Respond to emergency repair, cleanup, and impromptu requests from other staff/ministries within standard duties, reason, and sound judgement. Contact Custodial Lead for any unorthodox requests.

- Use, maintain and store assigned cleaning tools; vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Use, maintain and store assigned power equipment; auto scrubbers, extractors, high pressure washers, high speed burnishers and vacuums cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Adhere to church safety policies and follow instructions regarding the use of chemicals and supplies.
- Report any maintenance needs or unsafe conditions to the Custodial Lead.
- Perform other duties as assigned or requested, within position authority level.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position

Outcomes required from this position:

1. General knowledge in all areas of custodial duties;
2. Works well with little or no supervision, works well under pressure, attention to detail, and demonstrates a willingness and capability to learn the intricacies of maintaining a large facility;
3. Safely operate all cleaning machines and other job-related equipment;
4. Facilities are clean, comfortable, safe, and secure;
5. Room set ups are completed as requested and on time for event use;
6. Repair needs are reported to the Custodial Lead;
7. Staff, congregation, and visitors treated in a respectful manner and requests handled timely and politely;
8. Observe functional OSHA and local code requirements;

Knowledge, Skills, and Abilities:

Optional but desired:

- It is preferred that the Custodian have training in the custodial field. Education: High School Diploma desired but not required.
- Ability and aptitude to pursue further education and training in specific job-related topics.