



Position Description for
Custodian (On Call)

Title: Custodian (On-Call) – Roseville Campus and Arden Hills Campus

Reports to: Custodial Lead

Employment Status: Non-Exempt

Summary of Position:

Able to perform a wide variety of assigned custodial duties at the Roseville and/or Arden Hills Campus as detailed in a defined work schedule prepared by the Roseville and/or Arden Hills Campus Custodial Lead along with any changes, indicating when and where regular cleaning and tasks will be performed., and be available to work within a 24-hour notification.

Examples of Duties:

- Follow and complete the custodial cleaning and room set-ups as assigned by the Custodial Lead. These duties include:
 - Clean and sanitize restrooms fixtures, toilets, urinals and urinal partitions/walls with germicidal solution;
 - Refill paper towels, tissue, toilet paper and hand soap in all dispensers;
 - 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;
 - Clean, dust, wipe and sanitize furniture, fixtures, appliances and equipment;
 - Empty/clean wastebaskets and trash containers.
 - Collect and bag all garbage, placing the tied bags in assigned dumpster;
 - Wash accessible interior windows, clean blinds when needed;
 - Performs other cleaning and room setup duties as directed by the Custodial Lead;
- Strip, clean, burnish and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets during seasonal availability.
- Prepare all classrooms and lunch room for use. This is to include but not be limited to arranging chair and table set-ups, cleaning blackboards, emptying waste baskets, vacuuming rugs, mopping floor surfaces as needed, damp wiping table and counter surfaces etc. as requested by the Custodial Lead. Be able to lift/move up to 60 lbs.
- Use, maintain assigned cleaning tools; vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.

- Trained in the use and maintenance of 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.
- Immediately report any leaks, mechanical system failures, major maintenance problems or unsafe conditions to the Custodial manager.
- Flexibility in schedule to meet varied church program and event needs including evenings/weekends.
- 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, organizes and conducts work without continual reminders, 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 vehicles 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;
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.