



Position Description for  
**Custodian (On Call)**

Here at North Heights our vision is to Find Faith, Discover Purpose, Live Eternal Significance.

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose, and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

**Title:** Custodian (On-Call)—Roseville Campus & Arden Hills Campus

**Reports to:** Custodial Coordinator

**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 Coordinator 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 Coordinator. 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 rooms 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 Coordinator.
- Use, maintain assigned cleaning tools; vacuums, brooms, mops, and squeegees for the 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.
- Observe functional OSHA and local code requirements
- 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:**

- Facilities are clean, comfortable, safe, and secure
- Room set ups are completed as requested and on time for event use
- Repair needs are reported to the Custodial Coordinator
- Staff, congregation, and visitors treated in a respectful manner and requests handled timely

**Knowledge, Skills & Abilities:**

- Ability to lift/move up to 60 lbs.
- General knowledge in all areas of custodial duties;
- 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;
- Safely operate all vehicles and other job-related equipment
- 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.
- Flexibility in schedule to meet varied church program and event needs including evenings/weekends.

**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.