

NORTH HEIGHTS

Position Description for **Custodian (Part Time)**

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 – Roseville Campus and/or Arden Hills Campus

Reports to: Custodial Coordinator

Employment Status: Part time, Non-Exempt

4 Imperatives:

- Keep all areas clean, comfortable, and safe (paying special attention to classrooms)
- Room set ups are completed as requested and on time for event use
- Report repair needs to the custodial coordinator or maintenance
- Staff, congregation, visitors, and children are treated in a respectful manner and requests handled timely

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.

Areas of Responsibility:

- 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 Coordinator

- 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 following instructions regarding the use of chemicals and supplies
 - Immediately report any leaks, mechanical system failures, major maintenance problems or unsafe conditions to the Custodial Coordinator
 - Observe functional OSHA and local code requirements
 - Adhere to staff core values
 - Adhere to the Constitution and Bylaws of North Heights and their biblical beliefs.
 - Performs other duties as assigned that further the vision of North Heights
- 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.*

Knowledge, Skills, and Abilities Required:

- 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 vacuum cleaners and general maintenance of floors, walls, carpets, furniture, etc.
- Flexibility in schedule to meet varied church program and event needs including evenings/weekends
- Belief that Jesus is the one and only Son of God and the only name that can save a human being
- Be filled with the Holy Spirit and demonstrate the use of spiritual gifts
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God

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.