

## **Job Description - Building & Grounds Custodian Part-Time**

\* Works with the Director of Facilities and other custodial and maintenance employees to clean, repair, and maintain the church's physical plant and campus. This position reports to the Facilities Manager.

### **Primary Responsibilities:**

- Keep track of supplies needed and notify Facilities Manager of supplies needed
- Sweep or clean entryways and sidewalks, interior and exterior doors, interior and exterior windows of Preschool and Preschool hallway.
- Clean interior and exterior window sills regularly
- Empty trash in Preschool classrooms, hallway, and front and side foyers and bathroom receptacles and move trash to collection point; clean/sanitize cans as necessary
- Wipe clean / sanitize kitchen sinks, counters, and other surfaces regularly in both buildings
- Clean and polish fountains and coolers in FLC Foyer
- Vacuum hallways and classrooms, including entry mats at both foyers
- Sweep or spot vacuum Family Life Center and stage as needed
- Dust/sweep and mop all hard surface floors
- Stock restrooms appropriately in classrooms and at front and side foyers
- Dust/wipe clean restroom surfaces, vertical and horizontal
- Clean all bathroom mirrors
- Clean and sanitize urinals and toilets, including bowl lids and partitions
- Scour and sanitize basins, polish faucets
- General maintenance and cleaning of entrance areas
- Sweep / vacuum and wet mop floors with sanitizer
- Thoroughly clean or spot clean carpets
- Clean and straighten required areas for special events as needed
- Walk parking lot and roads for trash / debris
- Dust / vacuum and remove trash in office space as needed and requested
- Clean white boards in all classroom
- Blow off walkways as needed
- Clean play areas between buildings and on side of lower level of debris as needed
- Any request from the Facilities Manager or Operations Pastor that is not unbiblical or unethical