

CHURCH OF THE HILLS

Class Specification

Class Title: Custodian
Department: Buildings and Grounds
Reports To: Pastor
FLSA Status: Non-Exempt
Prepared Date: September 2021

GENERAL STATEMENT OF DUTIES:

Under general direction keeps church, associated buildings and their surrounding grounds in a clean and orderly condition; performs some minor maintenance on assigned facilities; reports system and maintenance problems to Office Administrator who will help coordinate solutions. The Custodian performs the following duties.

DUTIES AND RESPONSIBILITIES include the following.

RETURNING TO FULL USE OF THE BUILDING: In addition to the sanctuary, narthex, all office spaces, upper level bathrooms and hallways to those spaces, with the Session decision to re-open the building to church and community groups, regularly scheduled custodial service will be required

For three rooms on the lower level

(the parlor,

former high school room/now craft room and

the conference room in the southwest corner of the building)

and for all rooms on the south side of the upper level of the building

(the music/choir room,

the library,

a newly re-configured conference room closest to the men's bathroom and

the family room in the southwest corner of the upper level).

ESSENTIAL DUTIES ARE:

- Sweeps, mops, scrubs, waxes, and vacuums hallways, stairs, office spaces, meeting spaces and kitchens.
- Cleans bathrooms and replaces toiletries as required, washes walls and windows, dusts woodwork.
- Cleans ovens, stoves, sinks and counter tops in kitchens on a regular basis.
- Changes light bulbs and fluorescent tubes as needed.
- Empties trash and garbage containers on a schedule established by employee.
- Orders cleaning and other supplies and maintains adequate inventory.
- Monitors and regulates heating thermostats as needed.
- Performs minor maintenance as needed and as able.
- Notifies Office Administrator and/or the Buildings and Grounds Committee representative concerning need for repairs and maintenance and or modifications to plumbing, lighting, electrical, heating, mechanical and ventilating equipment and facilities.
- Notifies Office Administrator and/or the Building and Grounds Committee representative of paint repairs needed to the building interior and exterior.
- Cleans debris from sidewalks and grounds, including the parking lot as needed.
- Does minor snow shoveling, sweeps doorways and outside steps and distributes salt on icy spots as needed after snow plow contractor plows the parking lot and designated sidewalks and parking lot walkways per the snowplow contact and/or following light snowfalls that are not plowed.
- Sets up and takes down tables and chairs as required.

OTHER DUTIES: May have to purchase tools and supplies, with the cost to be reimbursed or paid by COTH. Perform other duties as assigned.

CUSTODIAN (cont.)

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school or general education degree (GED); and one year of related experience and/or training.

ABILITIES, SKILLS AND KNOWLEDGE:

Ability to speak and understand written and spoken English.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively with supervisor and employees of organization.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to drive a small truck or automobile.

Ability to operate a self-propelled snowblower.

Ability to safely set up and use medium-sized stepladder.

Skills and experience in custodial services, power tool and small equipment operation, and painting.

Ability to establish and maintain effective working relationships with fellow employees, the public, supervisors and other church officials

SPECIAL REQUIREMENTS:

Possession of an automobile driver's license.

PHYSICAL REQUIREMENTS:

Ability to regularly to use hands to finger, handle, or feel and reach with hands and arms.

Ability to walk, climb and/or balance.

Ability to stand; sit; stoop, kneel, crouch, and crawl.

Ability to lift and/or move up to 50 pounds.

Ability to use close vision, distance vision, color vision, peripheral vision, depth perception.

Ability to multi-task and be flexible in work assignments.

WORK ENVIRONMENT:

The employee is regularly exposed to outside weather conditions.

The employee is frequently exposed to moving mechanical parts and vibration.

The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock.

The noise level in the work environment is usually moderate.

Available for periodic call ups to set up and take down tables and chairs and prepare rooms for special receptions.

TRAVEL:

Employee is sometimes required to travel in-town with occasional trips to other nearby locations.

SPECIAL EQUIPMENT:

Special Equipment needed to complete the tasks will be provided by the employer with input and advice of the Custodian.