

POSITION SUMMARY

This is a 30+ hour a week position without benefits. The hours may change from time to time to accommodate seasonal or other ad hoc gatherings. In general, the work hours can exist between the hours of 6:00 AM and 11:00 PM be daily seven days a week.

The custodian shall: perform cleaning and light maintenance of the church building, adjacent walks and grounds; receive and inventory materials and supplies; be responsible for maintaining operational and working equipment in clean, orderly, and functional condition; respond to emergency situations, such as power failure, plumbing, heating, or vandalism, by documenting such incidents appropriately and to report them to the supervisor. You are expected to assist all who utilize the facilities and to welcome them in a warm and conversational manner.

MINIMUM QUALIFICATIONS

- Individual must have 2 years of experience large scale building operations and/or cleaning roles.
- High School Diploma
- Demonstrated ability to proactively organize, and independently set plans in order to adjust to shifts in daily workload and priorities.
- Flexible schedule to work after hours and weekends, as may be occasionally necessary.
- Available to receive and coordinate unscheduled or emergency responses to building issues (alarms, storm response, etc.) as requested by your supervisor.
- Must have a valid driver's License with current minimum Washington state auto insurance.
- Pass a national background check and have a clean record.
- Physical ability to perform strenuous manual work.
 - Lift and carry objects ranging from 25 to 100 lbs.
 - Ability to push and or pull up to 300 lbs.
- Demonstrates knowledge and skill the operation and maintenance of all tools and equipment related to large-scale building cleaning and maintenance.
- Demonstrates ability in the operation and use of using computers and related software in the use of providing reports, responding to email, and using Microsoft products in general.
- Experience with audio-visual equipment is preferred though not required.

SPECIFIC RESPONSIBILITIES

- Provides excellent customer service
- Knowledge of building cleaning methods, processes, and techniques.
- Knowledge of proper safety precautions and procedures related to large-scale building cleaning.
- Performs work as directed by management.
- Cleans rooms, hallways, restroom facilities, showers, offices, stairways, windows, lights, ceiling, sidewalks (including snow), mirrors, and floors as necessary to maintain the facilities in welcoming and useful condition
- Sets and reset chairs, tables, white boards, easels, audio and visual equipment in all the rooms of the building as needed.
- Empties wastebaskets and replaces liners, replenishes restroom supplies, light bulbs (as high as 40 feet off the standing surface), Cleans and all debris from entrances and walkways.
- Uses appropriate custodial equipment, materials, and chemicals to properly clean and maintain the facility including but not limited to: Pressure washer, Vacuum, mops, brushes, rags, buckets, floor scrubbers and carpet cleaner machine; waxes, polishes, sprays, chemicals and solutions
- Regularly inspects building, facilities, and equipment for cleanliness and safety.
- Assures the building is properly heated for the Scheduled events.
- Opens and closes building in accordance with security procedures
- Ability to detect and report problems and perform minor repairs of buildings and grounds.
- Ability to willingness to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Demonstrate working knowledge of building plans, including basic utilities information.

DEMONSTRATED SKILLS

- Demonstrates and organized and systematic approach to the cleaning, repair, and maintenance of the building, grounds, equipment, and related facilities.
- Assist in the organization of volunteer and oversees volunteers in the cleaning and maintenance of the building.

- Maintains inventory of cleaning supplies, materials, and equipment as needed. Picks up and delivers supplies and materials
- Demonstrates proper use of material and equipment in the cleaning and maintenance of the building to temporary, seasonal, and volunteer workers.
- Ensures and demonstrates compliance with all applicable safety rules, procedures, and protocols established by the church, state, and or Federal Government as mandated by the church.
- Communicates work accomplished orally and in writing using the English language properly
- Ability to Communicate: Use the English language to provide oral and written reports
- Ability to apply common sense understanding and to carry out detailed but uninvolved instructions

HOURS, COMPENSATION, AND BENEFITS

- Part Time: 30 hours/wk.
- Compensation – depends on experience and time in position
- There are not benefits being offered with this position

APPLICATION INFORMATION:

This position open until filled. Please email:

- Cover letter and resume together with 2 professional and 1 personal reference
- Please provide contact information including name, address, phone numbers, and email address.

Please send all application to **jobs@wachurch.us**, Attn: Ken Knuckey, Facilities Director.