

Job Description

Night Custodian

The Night Custodian takes work direction from, reports to, and is accountable to the Facilities Manager.

The Night Custodian supports the needs of the church staff and preschool program in accordance with the duties mention in the job description.

Interior

1. Vacuum all carpeted floors; clean and wax tile floors
2. Clean restrooms and check for proper operation of restroom facilities while keeping adequate supplies available at all times.
3. Dust furniture, entryways, window sills, coat racks, doors and baseboards as needed.
4. Set up room arrangements for meetings
5. Mop kitchen floor once a week
6. Wash windows
7. Clean drinking fountains daily
8. Empty waste baskets and trash containers daily; empty recycle containers as needed.
9. Sweep staff office once per week if time permits.
10. Keep entryways at all entrances/exits clean to prevent accidents or hazardous conditions especially in inclement weather.
11. Spot clean carpets as needed.
12. Mop south stairways weekly or as needed
13. Unlock exterior doors as needed for meetings; doors will remain locked all other times.
14. Other duties as specified by the Facilities Manager

Exterior

1. Sweep/clean sidewalks as needed
2. Remove snow from sidewalks and steps prior to scheduled meetings; apply ice melt as needed.
3. Wash 'door' windows when needed.

Other

1. Report any unusual or safety-related issues which may require attention in order to prevent damage to the property or persons to the Facilities Manager, Office Staff, or local authorities (Police, Fire Department) as the situation demands.
2. See that church-owned equipment used by the custodian/housekeeper is properly maintained.
3. Perform any minor repairs within their capabilities.
4. Daily check all exterior doors and windows to ensure the facility is properly secured and locked when the facility is not being used.
5. Will perform additional duties as assigned by the Facilities Manager.