

**Position:** Custodian

**Required Talents**

- As this position works closely with other staff members and the congregation, the applicant must possess strong interpersonal relationship skills and humility to accept direction and correction from multiple sources
- Applicants must possess a strong work ethic including a desire to see even the most mundane job done well
- Willingness and ability to work as part of a vital team to ensure the cleanliness and organization of the entire campus

**Necessary Skills**

- Some basic computer/smart phone skills
- Ability to clearly convey information verbally and in writing
- Ability to operate conventional janitorial equipment
- Ability to operate small hand held tools
- Ability to lift 50 pounds and move tables & chairs
- Knowledge of basic cleaning principles and practices

**Schedule**

- This is a full time position (40 hours/week) with available benefits
- Work hours are generally 8am-5pm; must be flexible to work evening events and be part of the rotation to work Sunday mornings and evenings.

**Specific Job Requirements**

- Clean all areas of the facility
- Abide by the RMBC safety guidelines at all times, securing help when working with ladders and heavy objects
- Vacuum all carpeted areas as necessary
- Keep mats rolled out and clean
- Dust all surfaces and remove spider webs in designated areas
- Keep all windows clean and window sills free of dust, dead bugs, and spider webs
- Polish wooden articles as necessary
- Empty all trash containers regularly and dispose of any trash not in trash containers
- Dust mop and wet mop designated areas on a regular basis as directed
- Disinfect Men's and Women's restrooms frequently, especially after program use
- Work closely with Lead Custodian to manage equipment and supply needs
- Keep custodial and storage closets clean and organized
- Setup tables and chairs for program use
- Remove unused tables and chairs to proper storage areas
- Clean all exterior doors as needed
- Replace lights as necessary, securing additional help for hard to reach or risky bulb changes
- Keep all hallways and walkways free of debris and unused materials
- Keep all finished floors clean and buffed
- Help with other facility cleaning as directed
- Act as a program resource as directed
- Other jobs as required and directed by Lead Custodian