


LEADERSHIP POSITION DESCRIPTION

 first baptist church merritt island	CUSTODIAL TECHNICIAN
ADOPTION DATE:	REVISION DATE:
REPORTS TO: CUSTODIAL SUPERINTENDENT	


PRINCIPLE FUNCTION:

Custodial Technicians are responsible for maintaining the church facilities in a clean and orderly manner, ready for planned church and school activities and events. This includes room setups.

ILLUSTRATIVE DUTIES:

- Sweep, mop, and/or scrub and wax floors according to schedule or as necessitated by unforeseen events; dust furniture and shelving; wash walls and windows, and vacuum carpets as scheduled.
- Clean all restrooms and maintain adequate supply of soap, toilet articles, towels and other supplies in proper containers; empty wastebaskets, collect and remove refuse from buildings.
- Set-up assembly and classroom areas for regular activities; move furniture and set up tables and chairs for banquets, special meetings, and similar occasions.
- Prepare facilities for special use as requested by supervisor, and assist when facilities and arrangements are needed for weddings and funerals.
- Make request to Custodial Superintendent for cleaning and maintenance supplies and equipment as needed.
- Make minor non-technical repairs to equipment.
- Operate heating and cooling equipment according to schedule.
- Prepare baptistery for use as directed and clean following use.
- Open and close building daily as scheduled.
- Load and unload supplies, material, textbooks, equipment, and furniture from delivery trucks as needed.
- Maintain cleaning logs and turn in to the supervisor on a daily basis.
- Check with Custodial Superintendent daily for special assignments.
- Prepare facilities for special use as requested by Custodial Superintendent.
- Perform other duties as assigned by the Custodial Superintendent.

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ESSENTIAL PHYSICAL SKILLS:

Must be physically able to work with all common manual and electric cleaning equipment. Able to lift and carry up to 50 pounds for short periods. Eyesight and hearing must be sufficient for safety when operating machinery or motor vehicles. Must be able to work inside and outside, for extended periods, in daylight, darkness, and streetlight lit situations. Must be able to use and wear Personal Protective Equipment. Must have sufficient interpersonal, oral and written communication skills to work effectively with supervisors and co-workers.

MINIMUM QUALIFICATIONS:

Knowledge, ability and skills:

Must be knowledgeable in areas of general custodial methods. Must be capable of mastering new methods and equipment. Must be able to follow and complete a regular schedule of planned custodial tasks in a timely manner. Must possess a good attitude and a team spirit, and interact with co-workers and superiors in a Christ-like manner. Must be of trustworthy character and able to be entrusted with unsupervised access to facilities and working in close proximity to children. Proficiency with the English language at a level which allows efficient interaction and co-operation with co-workers, customers and supervisors.

Education, training and experience:

Employment experience involving custodial tasks and methods desirable.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL-INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THIS POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, THE CHURCH RESERVES THE RIGHT TO MODIFY, ADD, REMOVE, OR ASSIGN OTHER DUTIES, AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.