



JOB DESCRIPTION

DATE: January 9, 2019
JOB TITLE: **Custodian**
LOCATION: Grinnell Campus
REPORTS TO: Campus Pastor
FLSA STATUS: Part-time, Non-exempt
WEEKENDS: As needed

SUMMARY

The primary responsibility of this position is to create a ready environment for our scheduled activities. The Custodian will set up for events, perform maintenance and cleaning jobs, provide building security, ensure that main entrances are clean and inviting, and generally ensure that members and outside users receive service and support.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Sweep, mop, scrub, and vacuum floors and hallways throughout the building as assigned by the Campus Pastor.
- Ensure all areas are properly stocked with paper towels, hand soap, toilet paper, etc.
- Empty trash and garbage containers; replace liners.
- Dust woodwork and wash windows, mirrors, and glass doors.
- Maintain adequate inventory levels of supplies; notify Campus Administrative Assistant when items need to be ordered.
- Check facility, especially restrooms, for cleanliness at all times.
- Set up tables, chairs, and other equipment as required.
- Make sure tables are wiped off before putting them away.
- Replace light bulbs as necessary.
- Notify the Campus Pastor concerning the need for repairs or replacement of fixtures, furniture, or equipment.
- Make sure all windows are closed, lights are turned off, and doors are locked if the last one in the building.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS/ABILITIES

Should be a self-starter with the ability to think and work independently, accomplishing the job duties with minimum supervision. The ability to work and get along well with others in a team setting is also

important. Excellent time management skills are required. A neat personal appearance and good communication skills are a must. This individual should adapt easily to change and be extremely flexible.

LANGUAGE SKILLS

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 before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee should be able to smell in order to detect strange odors such as natural gas or sewer gas. The employee lifts weight or exerts force by lifting, lowering, pulling, pushing, and carrying. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. The employee must have vision adequate enough to detect dust, dirt, cobwebs, etc. Some travel may be required to pick up supplies locally.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with some stairs. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____