

Job Posting: Custodian



Date: 05/17/2017

Position: Custodian

Hours: 28hrs/week

Class: III - Hourly wage or salaried employee scheduled 20 to 29 hours per week on average

Supervisor: Facilities Director

Position Description:

To clean and maintain all departments of the facility, keeping it presentable for employees, volunteers and church attendees.

Position Responsibilities:

- Clean building floors, gather and empty trash
- Service, clean and supply restrooms
- Clean windows, glass and mirrors
- Dust furniture, walls, machines, and equipment
- Shampoo carpets
- Monitor building cleanliness and readiness for room usage throughout the week
- Maintain and organize janitorial supplies
- Availability on Saturday evenings or Sunday mornings to maintain facility for services
- Availability for events as needed
- Work with volunteers to facilitate additional projects and events
- Ensure proper opening and closing of the building facility
- Able to lift up to 50 lbs
- Proper snow removal and salting of sidewalks and entryways

Skills/Qualifications

Unique Skills and Knowledge	<ul style="list-style-type: none">• Organization• Time Management• Self-Motivated• Punctual• Previous cleaning experience required
Problem Solving and Decision Making	<ul style="list-style-type: none">• Positive attitude• Quick thinking• Takes initiative
Relational Connections	<ul style="list-style-type: none">• Team Player• Demonstrates good communication with ministry heads, staff, general public

Competencies:

- Ability to learn operation of current cleaning equipment
- Valid drivers license with exemplary driving record required
- Ability to stand and walk for long periods of time
- Ability to lift heavy objects such as desks and furniture
- Able to operate medium weight cleaning equipment such as floor buffers, brooms and mops

Performance Measurements:

- Annual Self-Appraisal and Performance Appraisal

Qualified candidates should submit their resume and employment application to Radiant Church. Employment applications are available at the front desk during office hours, the Information Center during service times and on our website at www.radiantchurch.tv.

**Radiant Church
Human Resources
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