



## Custodian

### Job summary

- Perform custodial and maintenance duties assigned by the Facility Manager, ensuring the upkeep and appearance of the facility are maintained to a high standard to support Crossway's vision and fulfill the church's mission to glorify God by making disciples of Jesus Christ who go and make disciples.

### General requirements

- Attention to detail
- Willing to learn and ask questions
- Be able to hear and understand instructions when given
- Hardworking
- Work well with others
- Be self-motivated
- Have beneficial communication with the staff to support the mission of Crossway
- Be comfortable operating tools and machinery (Carpet shampooer, push mower, drill, box cutter, etc.)

### Physical Requirements

- While performing the duties of this job, the employee is regularly required to stand for extended periods of time. Employees are required to lift and push carts and objects weighing 10 to 30 pounds. The nature of the job does require a high focus to detail and thus requires having good eyesight both near and far.

### Time requirements

- Part-time, hourly, 5-10 hours per week
- Office hours are 8:00am- 5:00pm Monday to Friday.
- Occasionally, evenings and weekends may be required.

### Weekly Duties

- Cleaning (Trash, floors, surfaces, windows, etc.)
  - Offices
  - Entryways
  - Backstage area
- Supplement the cleaning contractor's work for the facility.
- Reset meeting areas after Sunday and throughout the week for scheduled events.
- Restock bathroom supplies

- Complete work orders assigned by the Facility Manager

Monthly Duties

- Deep-clean floors and carpets throughout the facility monthly.

Any applicant may be asked to assist with any maintenance or cleaning of the building deemed necessary by the Facility Manager. Knowledge of facility maintenance and upkeep would be preferred but not required.