



HILL COUNTRY BIBLE CHURCH

JOB DESCRIPTION

Job Classification: Non-Exempt; Full Time

CUSTODIAL NIGHT SHIFT

Date: March 2020

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. Campuses that are safe, functional and beautiful to promote worship, learning, discipleship and community building
2. Excellent customer service for congregation, ministry leaders, staff and community
3. Resources managed for optimum facility use and efficiency
4. Buildings are clean and free of debris for next day's use
5. Items that need attention are attended to quickly or reported to maintenance for repair

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Cleaning and maintaining the buildings on the campus
2. Cleaning classrooms, restrooms, auditoriums, gymnasium, glass and detail work as assigned
3. Assist in room transitions for meetings and special events
4. Proper and safe operation of power equipment
5. Removal of trash
6. Restocking all paper products and other cleaning supplies as needed
7. Lock up of all buildings and rooms each day
8. Assist in summer refresh projects as needed
9. Assist in Sunday cleaning during services

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Properly able to vacuum and/or operate buffers, scrubbers and vacuums
2. Experience with wet/dry cleaning practices
3. Prior commercial cleaning experience highly recommended
4. Understanding and safe use of chemicals and cleaning products
5. Demonstration of being self-directed and/or independent worker
6. Ability to lift up to 25 lbs., walk large amounts of the campus, and operate heavy equipment

CULTURE AND CLIMATE:

1. Position reports to Custodian Supervisor and/or Custodian Team Leader as part of the Facilities Department
2. Staff culture is goal-oriented and collaborative with accountability