

**Custodian**  
**Centennial Christian Church**  
**Approved February 1<sup>st</sup>, 2012**

**SUMMARY:** Performs tasks in the cleaning and routine maintenance of Centennial Christian Church building/facility and surrounding area. He/she shall insure the neatness and sanitation of building areas, equipment and grounds while using cleaning and sanitary materials, standard custodial equipment while using standard and acceptable methods. He/she shall normally works independently under minimum supervision but shall receive specific instructions from the Chairperson of the CCC Property committee or his/her designee and shall respond to requests for services from the CCC office staff or pastor from time to time.

Work will be reviewed by the Chairperson of the Property Committee who will also receive reviews from the CCC office staff and pastors, through observation of work while in progress and or upon completion.

Sweeps, mops, scrubs, strips and waxes floors

Dusts and cleans offices, public areas, classrooms, sanctuary, and other areas of common use.

Cleans, sanitizes, deodorizes and disinfects restrooms, empties waste receptacles and replaces liners, supplies and dispensers when needed. Assist in the preparation of special events when advised and clean up afterward.

Orders, receives and stores custodial supplies and other materials. Assists in moving office and building furniture, equipment, prepares rooms for meetings (when requested) by either the Property Committee Chairperson or his/her designee. Take recycle material to authorized location when needed.

The custodian shall secure the building or work area after normal work hours. Under normal circumstances at least 48 hours notice shall be given when this task is requested.

He/she performs routine maintenance tasks such as replacing light bulbs, unstopping lavatories, replacing ceiling tile, etc.

May be required to perform limited ground maintenance tasks such as patrolling grounds and removing hazardous objects, picks up paper, cans, bottles and other debris and places them in proper containers and removes them from church property, removes ice and snow from steps, walkways, mows, trims and rake lawns and such other tasks as may from time to time be required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Some knowledge of the standard materials, methods, and practices used in custodial care and cleaning operations,

Knowledge of the precautions necessary to work safely with and around cleaning chemicals, equipment and tools,

Skill in operating cleaning equipment and materials safely and efficiently in accordance with safety guidelines,

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Ability to read, understand and safely follow oral and written instructions on the use of cleaning chemicals and equipment,

Ability to exercise care in the use of cleaning materials for different uses,

Ability to maintain a schedule and work with a minimum of supervision,

Ability (from time to time) to work evenings as requested,

Ability to establish and maintain effective working relationships with supervisor and fellow employees as well as members of the congregation or public,

Ability to pass a criminal history background check,

Submit to periodic drug testing if requested.

### **MINIMUM EDUCATION AND EXPERIENCE**

High School diploma or possession of a GED certificate, and some experience operating vacuum and floor treatment equipment and tools, or any equivalent combination of education and experience that would provide the above noted skills and abilities.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Illinois Drivers License, proof of U.S. Citizenship or proof of legal residency.

This work requires sufficient physical strength, agility, endurance, dexterity and hand-eye coordination to perform all essential duties including the operation of hand maneuvered electrical floor scrubbers, waxers, buffers, and vacuuming equipment.

Work requires lifting and carrying objects weighing up to 50 pounds and reaching in front of body and overhead while lifting or carrying objects weighing up to 25 pounds. Work requires sitting, standing and walking for long periods of time and frequent kneeling, squatting, pushing, pulling, twisting, bending and climbing of stairs and ladders.