

General Description

The role of the Facility Team and its members is to keep the church campus appropriately set up for the various usages of the church and serve in keeping the facilities clean and attractive. The Custodian staff are responsible for cleanliness of the facility and the campus in general. This position reports to the Facility Manager.

Role and Responsibilities

- Complete all duties listed on the daily schedule and maintain daily upkeep of assigned area and equipment.
- Perform cleaning duties which include, but are not limited to,
 - wet and dust mopping,
 - dusting and wiping counters and tables,
 - trash removal and recycling,
 - wall and interior window washing,
 - vacuuming, carpet cleaning, and spot extraction
 - deep cleaning, sanitizing and stock restrooms
- Clean and sanitize kitchens, coordinate drain, walk-in refrigerator, and vent cleaning with Events and Café Manager.
- Seasonal activities dealing with lawn care and snow removal and salting walkways, and general exterior cleaning as requested or needed.
- Record all needed repairs, repair as directed, report ALL repairs to supervisor, and follow up with staff.
- Ensure facility and campus is secure during shift, and report incidents and hazardous conditions to Facility Manager.
- Safely clean-up of blood or body fluids which could contain bloodborne pathogens.
- Operate motorized equipment used for cleaning.
- Fill in completing of facilities team tasks, as needed
- Treat every church guest as special and provide good customer service
- Look clean, neat and tidy and wear uniform while on shift
- Arrive to work prior to scheduled shift, work scheduled shift and arrange for fill-in if a work conflict arises with the approval of the Facility Manager.
- Attend facility meetings

Qualifications

- Be in full accord with the purpose and ministries of Berean Baptist Church.
- Demonstrate a servant's heart.
- Ability to read and interpret instructions, procedures, manuals, and other documents
- Strong verbal and written communication skills
- Must be able and willing to learn

- Knowledge of cleaning methods and equipment
- Basic understanding of the care of the equipment used for cleaning
- Understanding of cleaning compounds and chemicals, and their safe, efficient use
- Willingness to learn and share new and better methods of cleaning
- CPR/AED/First Aid certification or ability to obtain certification within 6 months of employment
- Able to work a flexible schedule of primarily nights and weekends and with the understanding that special events and large church gatherings will be a part of regular schedule.