

Updated 10 August 2018

POSITION TITLE: Custodian (Two Rivers, 1820 5th Avenue, Rock Island, IL)

DESCRIPTION: This is manual work in the custodial care and cleaning of church buildings / facilities and grounds. This position may require weekend work.

KNOWLEDGE AND ABILITIES:

- * Practices and principles of general and building maintenance and use of equipment and the methods and techniques of cleaning church, office and similar facilities.
- * Operate various small power tools, janitorial and some heavy equipment.
- * Perform physical labor, bending, squatting and lift fifty pounds or more requiring average physical agility.
- * Basic working knowledge of electrical, carpentry, dry wall, painting and plumbing practices and repair.
- * Working knowledge of boiler operation and care; record keeping.
- * Ability to work independently.

DUTIES AND RESPONSIBILITIES:

- * Work within allotted budget hours.
- * Order and maintain supplies within budgeted amount.
- * Set-up for church events and assist with clean up after event.
- * Change paraments on altar and pulpit IAW church season / event, .
- * Set up votive candles and stand for All Saints Sunday.
- * Maintain / fill oil candles on altar.
- * Clean restrooms, kitchen and dining areas, doors, refrigerators, water cooler, baseboards, and floor.
- * Vacuum carpets and mop and wax floors.
- * Remove dust from furniture, office areas, classrooms, and horizontal surfaces that accumulate dust.
- * Wash windows and walls, and sweep and / or wash down walkways.
- * Ensure exit signs are lighted; change bulbs as needed.
- * Change batteries in smoke detectors twice a year.
- * Maintain First Aid kits. (Nursery, Sanctuary, Kitchens, Disaster Supplies in Room #3)
- * Maintain boiler by adding chemicals weekly to maintain water quality, and 3 times weekly open low water cut-off valve to ensure adequate water flow.
- * Update records for boiler and smoke detector maintenance as accomplished.
- * Perform minor maintenance and repair tasks.
- * Perform trash removal and maintenance of equipment.
- * Perform general care of building, equipment, and grounds.
- * Maintain / mow lawn.
- * Recycle paper, cans, and plastic generated by church activities.

- * Schedule cleaning of grease traps in kitchen sinks twice a year.
- * Inspect roof annually for leaks / debris; concurrently inspect air conditioning units.
- * Clear snow / ice from building entrances and spread salt / sand on sidewalk entrances to building, when not accomplished by contracted personnel.
- * Perform related custodial duties as required / assigned.

WORK HOURS: As required to accomplish duties, not to exceed an average of 20 hours per week for the year.

EXPECTATIONS: Building and grounds will be as safe, welcoming, and clean as possible.

EDUCATION / EXPERIENCE: Appropriate experience to maintain building and grounds.