



Position Title: Custodian
Status: Full Time
FLSA: Non-Exempt
Reporting Relationship: Director of Facilities, Co-Senior Pastor, SPRC
Position Purpose: Assist in maintaining building and surrounding grounds, ensuring they are clean, professional and safe to utilize in fulfilling the vision of Keller UMC.

Essential Functions:

- Resolve any safety matters immediately. Resolve and/or inform the Director of Facilities.
- Check the list of daily events. Working with other custodial staff, ensure that all rooms are set up as needed with tables, chairs, equipment, and food items as applicable.
- If the first scheduled to arrive on any day, unlock entrances needed and turn off the alarm system. If the last scheduled to leave on any day, insure that everyone has left the facilities, lock all doors, and set the alarm system.
- Check list of daily tasks, routinely cleaning all areas of the church building.
- Watch for trash and messes, even if not on daily list, and resolve immediately.
- Inventory cleaning supplies and kitchen supplies. Inform supervisor when replenishment is needed.

Other Responsibilities:

- All other duties as requested by the Director of Facilities, Co-Senior Pastor, or SPRC.

Qualifications and Requirements:

- Skills and experience in routine cleaning of buildings and grounds

Core Competencies:

- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Self-Motivation:** Looks beyond the bare minimum of what is required; knows what goals are and strives to find more efficient ways of getting things done; does not require constant assistance, supervision, or reminders about completing tasks.