

## Position Description

The Facility Custodian is responsible for the cleanliness of the The Grove facility. The **‘Temporary Facilities Custodian’** position will cover October-December 2023 roles and responsibilities. This is a part time position, with flexible hours, requiring frequent checks of the building throughout the week. The number of hours will be determined with the Church Administrator.

## Responsibilities

- Maintaining the overall cleanliness of the building so that it is always ready to receive people of all ages
- General cleaning of the Cafeteria (temporary worship space), East and West Lobbies, Bathrooms, and Classrooms (see appendix for lists of tasks)
- Performing a weekly inventory of cleaning supplies.
- Working with the Office Administrator to purchase and transport the necessary supplies from the designated store (this could be ordered by NHLC or purchased and delivered by the Temporary Facility Custodian—system to be decided at time of hire).
- Communicating any building maintenance needs to the existing Facilities Team
- Communicating any building safety concerns or issues to the Church Administrator
- Working with the Church Administrator to determine the work schedule and hours

## Accountabilities

- This position reports to the Church Administrator and is accountable to the Lead Pastor, the Properties and Facilities Team, and the congregation at large

## Qualifications

- Be trustworthy, self-starter, conscientious and able to work independently
- Ability to operate equipment used to perform the job
- Ability to get along and communicate well with others.
- Physical capabilities to perform the following: bending and lifting up to 30 pounds
- Previous cleaning and/or janitorial experience a plus but not necessary

## Appendix to Facility Custodian Job Description | List of Custodial Task

Updated 9/19/2023

### West End:

(Complete between 4pm Saturday and 7:30am Sunday AND full check before Wednesday FFN)

1. Vacuum the entryway. Sweep and mop the lobby, cafeteria, and gymnasium floors weekly
2. Clean windows on the entry doors, windows surrounding the Worship Center as needed
3. Dust the Worship and Gathering Spaces as needed
4. Thoroughly clean west end bathrooms weekly
5. Clean and restock the supplies in the bathrooms (e.g. toilet paper, paper towels, hand soap, tissue)
6. Empty the garbages in the kitchen, cafeteria, lobby, bathrooms, gymnasium, and front exterior front entry as needed
7. Wash kitchen floor weekly
8. Clean cafeteria weekly between after Wednesday programming before Sunday once a month (coordinate with Church Administrator).

### East End:

1. Vacuum the entryway weekly
2. Clean and restock bathrooms weekly (1st and 2nd floor)
3. Clean windows on the entry doors as needed
4. Sweep the hallways (1st and 2nd floor), and lounge as needed
5. Empty garbage in bathrooms and lounge as needed

### Funerals

The Temporary Facility Custodian may be asked to assist with funeral preparation at The Grove during the temporary assistance period. Assistance may include:

1. Set up tables and chairs in the cafeteria needed for the luncheon
2. Ensure the general cleanliness of the cafeteria, gym, and lobby before and after
3. Ensure that the bathrooms are stocked and clean
4. Reset the Cafeteria with the normal configuration following the funeral luncheon

### Weddings

The Temporary Facility Custodian will not be asked to assist with weddings at The Grove during the temporary assistance period.