

# **Magnolia Church Custodian (Part-Time Position) Job Description**

## **JOB PURPOSE:**

This position will provide custodial duties using cleaning materials and small tools to maintain an environmentally clean campus. Must be available to work weekend and/or evening hours.

## **GENERAL EXPECTATIONS:**

- Vibrant faith in Jesus Christ.
- Teachable spirit and team player.
- Be in full accord with the purpose and ministries of Magnolia Church and attending worship services on a regular basis.
- Demonstrate a servant's heart.
- Must be able to work flexible hours. Nights and weekends.
- Able to lift at least 70 pounds.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **ESSENTIAL FUNCTIONS – JOB DUTIES:**

The following duties are considered essential to the job. Qualified individuals must have the ability - with or without reasonable accommodation - to perform the following duties:

- Cleans and maintains the building facilities by sweeping, mopping, scrubbing and vacuuming using proper cleaning solutions, tools and equipment, polishes windows (inside and outside), facility fixtures, walls and stairwells.
- Performs necessary room set-ups and teardowns for scheduled campus events.
- Performs necessary custodial duties such as; vacuuming, dusting walls and equipment, waxing floors, cleaning carpets and emptying trash containers, and safely using cleaning chemicals.
- Cleans bathrooms, refills soap and paper towel dispensers, and cleans bathroom stalls as needed.
- Assists in building security including locking and unlocking doors and properly using security systems.
- Performs additional duties as required and assigned.

## **EDUCATION AND/OR EXPERIENCE:**

- Must have a working knowledge and experience in custodial care and cleaning methods

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Amount of time each day spent:

Standing: 50% Sitting: 0% Walking: 50% Employee Works: Inside: 90% Outside 10%

Physical activities required to perform job:

Code: F = Frequently O = Occasionally S = Seldom

Twist = F, Stoop/Bend = F, Squat = F, Kneel = O, Crawl = S, Climb Ladders = S,  
Climb Stairs = F, Walk on uneven ground = S.

**WORK ENVIRONMENT:**

- This is a part time position with flexible working hours. Various tasks; busy schedule requiring organization of work responsibilities; interaction with staff; church members and guests.
- The noise level in the work environment is usually moderate.
- Use of cleaning chemicals and solvents.

**REPORTS TO:**

Building and Grounds Superintendent