**River Valley Christian Fellowship**

**JOB DESCRIPTION**

**Title of Position Job Category** **Direct Supervisor** Custodian Bastrop Campus Facilities Director

Part Time

**Pay Range**

$12-16 per hour

**Job Description**

The Custodian team member will ensure that the facilities will be maintained in appropriate condition for all church events, especially the weekly worship services. The role will also be responsible to provide a clean, sanitized and welcoming environment throughout the church in which the ministries operate. This role is also responsible for the proper set up of all rooms and foyers for all church events. Safety considerations are important for this position to recognize in preparing rooms such as putting out “wet floor” signs when needed and for posting “hazardous” signs out when cleaning up body fluids of any kind and to make sure doors are locked and secure throughout each day as required by policy.

**Principal / Direct Responsibilities**

* Executes the daily housekeeping operations of the facilities.
* General cleaning and housekeeping of all buildings.
* Empty trash daily and on an as needed basis including the re-lining of all trash cans/receptacles.
* Vacuum all carpeting
* Horizontal surface cleaning from picture frames to counter tops to desk tops to furniture.
* Clean and sanitize all water stations..
* Clean and polish all bathroom fixtures and mirrors.
* Clean bathroom floors, commodes, urinals.
* Clean all glass windows and doors.
* Properly arrange all room furniture.
* Clean blinds and window sills, fans and vents.
* Wipe down baseboards and furniture using germicidal chemicals, as needed.
* Recommend stocking inventory for all paper and cleaning products.
* Set up and fill the baptistry, as needed.
* Maintain kitchen goods and supplies, as well as clean and sanitize the kitchens.
* Custodian is available for all facility emergencies as needed, for the attention to emergency issues such as floods, electrical outages, etc.

**Required Skills / Competencies**

* Prayer is your number one job.
* Must be flexible to work different shifts as required.
* Must be able to safely lift up to 20 pounds without injury.
* Must be able to bend over to clean low areas of furniture and fixtures.
* Must be able to safely climb 6-foot ladders for cleaning purposes.
* Must be a self-starter and able to work independently and follow detailed lists and instructions for facility cleaning and set-up.
* Must be able to safely operate light equipment such as vacuum cleaners, rug cleaners and floor machines.
* A growing Christian in faith and character.
* A commitment to the mission of the church and full support of the church’s statement of faith.
* Understanding of and willingness to work and serve within the doctrinal commitments of the church.

*This job description is not all inclusive and other duties may be assigned as directed.*