



Position: Custodial/Setup Staff

Department: Facility

Wage: \$13.00 p/hr.

Reports To: Custodial/Setup Director

Exemption Status: Hourly/ Non-Exempt

Hours: 22 hrs. p/wk. (TUES-FRI – Days)

Summary

Provide a clean, well-maintained building and provide excellent customer service for ministry needs. Collaborate with the Custodial/Setup Director and staff to maintain the building's appearance & function.

Essential Functions

- Clean and maintain public and staff bathrooms.
 - Vacuum and clean carpets of church campus and staff offices.
 - Clean and restock lunchroom, catering room, and custodial supplies closet.
 - Remove trash and recycling.
 - Complete room setups as determined by Custodial Director.
 - Complete other custodial jobs as determined by Custodial Director.
 - Attend staff and department meetings and trainings as necessary.
 - Follow all CTK policy, procedures, and infrastructure systems to ensure that all interdepartmental efforts flow smoothly, limit risk, and respect coworkers.
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Skills, Knowledge, and Abilities Required

- Demonstrate an ability to be both thorough and efficient.
 - Basic to intermediate knowledge of cleaning/maintenance procedures and equipment required including: carpet cleaners, steam cleaner, power tools, etc. (experience preferred)
 - Basic to intermediate knowledge of computer use and Google products suite.
 - Ability to lift up to 50 lbs regularly and maintain a physically demanding work load.
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Competencies to Be Developed

- Adaptability
- Problem Solving
- Initiative