



## **OVERVIEW**

We are seeking a dedicated and detail-oriented custodian to maintain cleanliness and organization throughout our facility. This part-time position requires approximately 5 hours per week on either Sundays or Monday mornings and focuses on trash collection, sanitization, vacuuming, and general upkeep of various areas, including offices, classrooms, restrooms, and the auditorium.

## **RESPONSIBILITIES**

Duties and responsibilities of this position include but are not limited to the following.

### **GENERAL CLEANING & MAINTENANCE**

- Collect and dispose of all trash and recycling throughout the building, including offices.
- Clean around the dumpster as needed.
- Inspect and maintain vacuums, including checking brushes and changing bags.
- Clean and disinfect computer carts and iPad stations.

### **AUDITORIUM**

- Remove communion cups, connection cards, bulletins, and other items left behind.
- Clean and sanitize auditorium doors, windows, and handles.
- Wipe down tables near auditorium doors.

### **UPSTAIRS AREA**

- Sanitize tables and chairs in the hallway by the youth room.
- Clean and disinfect classroom tables, chairs, and door handles.
- Clean classroom windows and frames.
- Vacuum upstairs hallways and classrooms.
- **Restroom Cleaning (Upstairs):**
  - Wipe down walls, stalls, and baseboards (twice per month).

## **QUALIFICATIONS**

- Previous custodial or janitorial experience preferred but not required.
- Ability to work independently and efficiently.
- Strong attention to detail.
- Ability to lift up to 25 lbs and perform physical tasks such as bending, lifting, and standing for extended periods.

## **SCHEDULE & COMPENSATION**

- **Hours:** Approximately 5 hours per week (could increase based on others' schedules and individual's skill set).
- **Schedule:** Tasks must be finished between 1pm on Sundays and 10am on Mondays.
- **Compensation:** Based on experience and discussed upon hiring.