

The Custodian role maintains and protects our facilities by maintaining the external and internal appearance of the building which reflects well on Emmanuel. This role comes under the supervision and reports directly to the Facilities Director.

The ideal candidate will have a heart for Emmanuel understanding the vision and mission, experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space, a keen eye for detail and diligence are also imperative in custodial maintenance. In addition, this individual should possess a passion for people along with high capacity organizational skills.

ESSENTIAL REQUIREMENTS

- Proven experience as custodian, janitor or in a similar role
- Handyman level skills for small maintenance jobs
- Knowledge of use of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids/other hazardous chemicals
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Very good physical condition and strength
- High school diploma is preferred but not required

ESSENTIAL RESPONSIBILITIES

- Ensure spaces are prepared for the next day by taking out trash and dusting surfaces, sweep, mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables
- Wipe mirrors and windows
- Maintain outer premises by watering plants, cleaning entrances
- Setting up rooms for events and meetings.
- Perform minor repairs (replacing broken switches, fixing door handles, minor leaks etc.) and report major damages
- Secure facilities before/after operating hours
- Other duties as assigned by Facilities Director

Candidate must be committed to fulfilling the mission of the church and making Emmanuel Christian Center your church home, the place where you worship and serve.

I have read and I understand the duties and responsibilities of this position.

Signature _____ Date _____