



Job Description: **Custodian**

The custodian at CenterPoint Church is responsible for creating a clean, comfortable, and safe place for people to gather and worship. This person works throughout the week responding to routine and as-needed cleaning, as well as moving furniture to accommodate different uses in each room.

To apply, send resume to hiring@cpchurch.com

Custodian Responsibilities:

1. Provide routine cleaning services including (but not limited to):
 - Vacuum, and use carpet cleaner
 - Sweep, mop, and clean hard floor surfaces
 - Carpeting: Vacuuming, extracting
 - Clean and disinfect bathroom, walls, fixtures, mirrors, sinks, etc.
 - Dusting of rooms, furniture, equipment, fixtures, windowsills, exposed air ducts, etc.
 - Washing or cleaning and disinfecting of water coolers, around doorknobs as needed.
 - Cleaning of glass doors throughout the building weekly; Windows quarterly.
 - Empty all trashcans, replace liners and place trash in the dumpster as needed.
 - Cleaning television screens and computer monitors.
2. Order cleaning supplies as needed. Keep janitor closets and work areas clean, orderly, and safe.
3. Remove debris from parking lot and church grounds.
4. Move tables and chairs throughout building to accommodate meetings, classes, and other programming according to schedule.
5. Seek and perform non-routine cleaning opportunities that improve the facility and grounds of CenterPoint Church.
6. Perform certain building upkeep including: painting, and carpet cleaning
7. Participate as a team member by performing other tasks and providing assistance to other staff as directed by supervisor.
8. Snow removal on sidewalks, salt application
9. Watering plants and light gardening
10. Assist facility staff with various projects.

Qualifications:

- High school diploma or equivalent.
- Have the ability to apply common sense understanding to carry out instructions given in English; written oral, or diagram form.
- Be conscientious and able to work independently (unsupervised).
- Be familiar with custodial equipment (e.g. hand and small power tools, ladders, vacuums,

carpet cleaners, etc.).

- Be in good physical health (ability to carry weight up to fifty pounds up stairs; ability to climb and work from ladders; ability to stand walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity; able to breathe in the presence of cleaning supplies).
- Preferred: live within 10 minutes from campus

Schedule:

- 30 to 40 hours per week.
- Must be available Saturday cleaning
- Other hours will be distributed through weekdays (to be determined with supervisor).

All Staff at CenterPoint are expected to:

- Work as part of a team and build up all ministries at CP.
- Be quick-paced.
- Have a servant attitude.
- Be skilled at administration and organization.
- Have a welcoming and inviting presence.

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