

MAPLE AVENUE MINISTRIES (MAM)

A Union Church of the Reformed Church in America and the Christian Reformed Church

Job Title: Custodian
Prepared By: MAM Council
Prepared Date: October 24, 2005
Job Classification: Hourly Non-Exempt (Part-Time 20 Hours)
Work Schedule: Mondays (8AM-5PM) with 1 Hour Lunch
Wednesdays (10AM-3PM) with 1 Hour Lunch
Fridays (8AM – 5PM) with 1 Hour Lunch

SUMMARY

Provides general custodial support to the church including building cleaning, maintenance and set-up

DUTIES AND RESPONSIBILITIES

Sweeps and mops floors and vacuums carpets

Dusts and polishes furniture, pews, window sills and ledges

Cleans windows and glass doors

Cleans restrooms and kitchen areas

Empties trash and recycle bins

Provides general maintenance such as painting, changing light bulbs, fixing sinks, etc.

Set-up tables and chairs as needed for classrooms and fellowship halls

Cleans and straightens all offices and classrooms

Provides security checks for all doors and premises

Runs errands for the church such as purchasing supplies (i.e., office and kitchen needs)

ACCOUNTABILITY PARTNERSHIP

The Custodian will be supervised by the Director of Ministry Operations in the areas relating to ministry work, daily life and doctrine.

The weekly average work would reflect the following priorities:

- 4 hours for sweeping, mopping floors and vacuuming carpets
- 3 hours for cleaning bathrooms and kitchen areas
- 3 hours for dusting, polishing and cleaning sanctuary, classrooms and fellowship halls
- 4 hours for building checks (lights and locks)
- 2 hours for setting up tables and chairs
- 2 hours for miscellaneous maintenance and errand runs
- 2 hours for staff meetings and prayer time

EDUCATION and/or EXPERIENCE

At least two years of office cleaning and general maintenance experience

ESSENTIAL PERSONAL QUALITIES

Possesses an intimate and personal relationship with Jesus Christ

Be compassionate, caring, and sensitive to others' needs

Possesses high energy and have a passion working within a Christ centered spirit filled environment

Ability for organization, flexibility, and working independently

COMMUNICATION SKILLS

Ability to interact and speak to an ethnically, educationally, and economically diverse group of individuals

Ability to effectively present information and respond to questions from visitors, staff and congregation