

MINISTRY PURPOSE

The Wayside Chapel custodial staff provides the facilities support necessary for the on-going and efficient functioning of the ministries of Wayside Chapel in a manner that honors the Lord and strengthens the body of Christ.

JOB SUMMARY

The Custodian fulfills duties as assigned by the Director of Facilities such as daily cleaning, maintenance, venue set-up/tear-down and storage alongside of tasks required by facilities scheduling. The Custodian is among the most highly visible staff continually interacting with other staff, volunteers, members of the church congregation, guests and vendors.

JOB CLASSIFICATION

The Custodian is a custodial full-time hourly non-exempt position with full benefits available according to the *Wayside Chapel Personnel Policy Handbook*. The direct report is the Director of Facilities. Work schedule includes evenings and weekends.

SUPPORT

The Custodian is to help support the vision and ministries of Wayside Chapel by cooperatively and efficiently completing assigned tasks while giving attention to detail and demonstrating utmost concern for both safety and security.

EXPECTATIONS

The Custodian is to demonstrate acceptable standards of personal interaction and conduct as stipulated in the *Wayside Chapel Personnel Policy Handbook* (1.2 Code of Ethics for Wayside Team Members; 8.1 Personal Behavior of Employees).

ESSENTIAL FUNCTIONS

- Routine cleaning and periodic maintenance of all floors
- Cleaning, sanitizing and restocking all restroom facilities
- Cleaning and sanitizing all water drinking fountains
- Cleaning all glass doors, windows and mirrors
- Cleaning and maintenance of all light fixtures
- Dusting all furniture, fixtures, equipment and air vents
- Emptying and cleaning all trash receptacles
- Cleaning all stairways, handrails and elevator
- Venue set-up/tear-down
- Opening/closing and securing Wayside facilities
- Routine cleaning and periodic maintenance of church grounds
- Attendance at required staff meetings
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Attention to detail
- High standard for cleanliness
- Cooperative team spirit
- Ability to receive direction and instruction
- Self-motivated work ethic
- Good interpersonal skills
- Good organizational skills
- Flexibility and multi-tasking ability
- Ability to lift and move 50 lbs.
- Ability to stand, walk, sit, climb, stoop, kneel, crouch, crawl or balance for extended periods of time
- Ability to work in environments with minor discomfort due to temperature, dust, noise and/or moisture
- Access to reliable transportation
- Possess current Texas class C driver's license
- Familiarity with Wayside staff and ministries