

JOB DESCRIPTION



28986 SE Haley Rd Boring, OR
97009

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POSITION TITLE:	Custodian
DEPARTMENT:	Building and Grounds
SUPERVISOR:	Daron Burnell
TIME COMMITMENT:	Part-time/4-16 hours per week
CLASSIFICATION STATUS:	Non-Exempt PT Support Staff (-30hr/wk)

Position profile:

The Custodian position at Good Shepherd Community Church exists to maintain a clean, safe and well prepared facility – providing room set up and arrangements for meetings, classroom activities and events; and preparing a welcoming environment for all ministry use.

Skill set:

- Willingness to work hard
- A teachable attitude
- A servant's heart

Experience qualifications:

- Entry level

Duties and responsibilities:

- Set up and take down for all events as requested.
- Cleaning of offices (trash, vacuum, dusting).
- Vacuuming and cleaning hallways.
- Cleaning/disinfecting drinking fountains, telephone mouthpieces and computer keyboard.
- Inform supervisor of light bulbs out and needed repairs.
- Thoroughly cleaning restrooms on recommended schedule, which will include: toilets, urinals, sinks, floors, mirrors, and the replacing of all paper goods.
- Refresh restrooms during and after events (paper goods, sinks,)
- Be available to assist ministries with special needs as they occur.
- Clean interior windows and doors before and after worship services.
- Carpet cleaning as necessary.
- Take the initiative in cleaning, straightening, and picking up litter and trash throughout the campus.
- Follow set safety procedures.
- Take the initiative with people who are lost or needing directions.

Spiritual responsibilities:

Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church.

Additional notes:

- Attend regularly Good Shepherd Community Church
- Participate in Safe Kids training which will include a criminal background check

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY Daron Burnell	DATE	10/29/18
APPROVED BY Tom Lancaster	DATE	10/29/18