

Custodian

Summary

The custodian will maintain a safe and clean environment in and around Heritage International Ministries' facilities.

Essential Functions

- Willingness to pray daily while cleaning
- Dusting
- Vacuuming
- Scouring toilets and sinks
- Sweeping and mopping
- Washing windows
- Emptying garbage containers
- Wiping down garbage cans
- Replacing paper products and light bulbs
- Cleaning blinds
- Deep “spring” cleaning when necessary
- Assisting in keeping the facility clean and uncluttered, etc. while completing any assigned task

Knowledge, Skills and Abilities

- Possess good interpersonal skills, memory and attention to detail
- Willing to follow directions
- Good comprehension, reading, writing and communication skills

Supervisory Responsibilities

- Responsible for his/her tasks being completed at the standards set for them
- Responsible for any materials and/or equipment used

Working Conditions

- Must be able to lift or move up to 25 pounds
- Must be able to bend and stretch to complete assigned tasks
- Must be able to stand for long periods of time
- Must be able to communicate with others and listen
- Vision requirements – close, distance, color, peripheral, depth and ability to adjust focus
- The noise level in the work environment is usually moderate to high
- The dust level in the work environment is usually moderate
- Exposure to custodial cleaning chemicals is moderate to high
- Must be able to work weekends, holidays and conferences

Minimum Qualifications

- High School Diploma or G.E.D. preferred

Success Factors

- Maintain a strong work ethic and continue to foster a culture of Continuous Quality Improvement (CQI)
- Measure and monitor service to ensure that both internal and external customer expectations are met or exceeded