

## **Mount Calvary Lutheran Church Facilities Team Full/Part Time Position**

### **JOB DESCRIPTION**

Employees in this job perform a variety of janitorial, custodial, and/or security tasks to maintain clean and safe buildings and grounds.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities:**

- Knowledge of occupational hazards and safety rules.
- Knowledge of the proper use of chemicals, fertilizers, and pesticides.
- Ability to follow instructions.
- Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, cleaning compounds and solutions.
- Knowledge of building and property security procedures.
- The job duties require an employee to bend, reach, and stand for extended periods.
- One year of experience in the care and cleaning of buildings.

### **JOB DUTIES**

**The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.**

- Cleans and services restrooms using appropriate cleaning and polishing compounds.
- Sweeps, vacuums, and mops floors and stairways in all areas of the building.
- Gathers and disposes of rubbish and waste materials using appropriate dumpsters outside.
- Makes rounds of buildings and grounds at regular intervals at night; inspects doors, windows, and locks to see that they are properly and securely fastened.
- Locks building and turns off lights at the end of the evening.
- Observes appearances and conditions of premises and equipment; reports any needed repairs or safety hazards that needs supervisor's attention.
- Dusts such items as blinds, furniture, file cabinets, and windowsills using treated dust mittens, cloths, or hand-cleaning items.
- Scrub and sanitize floors using powered machines equipped with rotating brushes.
- Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.
- Washes walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders.
- Cleans grounds and parking lots of litter, glass, or other debris.
- Loads and unloads supplies, and moves heavy furniture and equipment using dollies or handcarts when requested by supervisor.
- Replaces light bulbs when needed.
- Shampoos carpets when requested.
- May perform ground maintenance including removal of snow from sidewalks, salting walkways, mowing lawn or trimming shrubs.