



## **Campus Custodian**

### **Job Description**

**Job Title:** Campus Custodian

**Purpose Statement:** The Campus Custodian reports to the Facility Manager in order to effectively maintain the cleanliness and readiness of the campus for all services and events. He/she regularly cleans and prepares the spaces of the campus before and after activities and identifies potential maintenance needs for the repair and related operations including custodial, grounds, HVAC systems, vehicles and equipment maintenance, building safety, security, and facilities usage.

**Reports to:** Director of Facilities

**Expectations:**

1. Live committed to our mission of “Leading people in the adventure of becoming like Christ” by personally practicing the 5B’s and striving towards Christlikeness as described in the six Core Christlike Characteristics and summarized by Loving God, Loving People and Living Surrendered.
2. Maintain a bold commitment to excellence through attention to detail that ensure the highest possible standards of facilities management, maintenance, and repair.
3. Continually inspect and ensure campus is clean, attractive and well-maintained, inside and out
4. To lead by example demonstrating servant leadership where custodial management is seen as ministry more than maintenance.
5. Perform other duties as assigned by the Facility Manager and Director of Facilities.

**Responsibilities:**

1. Maintain the cleaning of bathrooms, halls, rooms, kitchens, outdoors and auditoriums as assigned campus(s).
  - a. Cleaning consists of sweeping, mopping, using the vacuum, dusting, scrubbing bathroom fixtures, cleaning windows and taking out the trash.
2. Minor outdoor needs may be requested at times. Those needs include shoveling snow, salting by hand, weeding, trimming trees/bushes, and taking the trash out.
3. Other custodial tasks as directed.
  - a. Examples of other tasks include, opening doors for other ministry oriented groups, setting up tables and chairs for events, filling and draining the baptism, helping with cleaning needs, assisting in event preparation or tear down, and any other tasks that might be asked.

**Compensation:**

This is a full-time position (40 hours a week with benefits package). Salary is established by qualifications and experience.

***Work Schedule:***

Approximately 40 Hours Monday – Friday. The above responsibilities are not intended to be an all-inclusive list. The staff at Open Door is committed to team ministry that pursues excellence with an attitude of “whatever it takes to get the job done”. Therefore, additional time may be required outside of typical work hours and normal schedules.