

New England Chapel

Job Title:	Custodian
Staff:	
Department:	Facility/Operations
Reports to:	Karen Tegelaar
Effective Date:	tbd

Position Overview: Responsible for the general appearance, cleanliness and maintenance of NEC. Support staff and ministries in events and services.

Position Schedule is based on 15-20 hours per week

Essential Job Functions:

- Cleans and maintains facility.
- Sweeps, mops, scrubs, and vacuums floors.
- Cleans, dusts (foyer, café) or polishes walls, ceilings, windows, and building furniture and fixtures.
- Gathers and empties trash.
- Cleans bathrooms, replenish supplies (soap, toiletries, etc).
- Supports operations coordinator with the necessary room set-ups for scheduled meetings.
- Notifies operations coordinator of need to order materials/supplies, need for major repairs, or additions to building operating systems.
- Assists with office equipment moves and meeting set-ups as needed.

Requirements on the job

- Dependable, responsible, and self-motivated. Must have regular timely attendance during stated or negotiated hours.
- Possess excellent communication skills and a strong team player with the staff.
- Ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift a minimum of 25 pounds and to have complete mobility in building and grounds activities.
- High School Diploma or GED required.
- Good organizational and planning skills, and an ability to delegate with staff and volunteers as needed.
- Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency

Requirements as part of the NEC community

- Demonstrate an on-going ability to learn and be taught.
- Participate in NEC's Sunday morning services as a regular attendee.
- Participate in a small group within NEC's community where relationships are developed.
- Live out the "4 promises" of NEC as a church member.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of New England Chapel.