

The custodian is responsible for:

- Daily walkthroughs and security and climate checks of property
- Locking and unlocking of doors to enable access to facilities as needed
- Reporting any damage, vandalism, or other problems with the facilities as directed
- Ensuring that all tasks on the weekly housekeeping schedule are completed as directed
- Maintaining and cleaning all floor surfaces, including sweeping, mopping, scrubbing, or vacuuming
- Following procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and other objects
- Setting up and tearing down chairs and tables throughout the facility as directed
- Cleaning, monitoring, and maintaining all rooms, restrooms, corridors, and entryways
- Emptying trash cans and recycling bins daily for proper disposal
- Cleaning windows, glass partitions, and mirrors using appropriate cleaners
- Dusting and cobweb removal
- Spot cleaning carpets; assisting in carpet extractions and shampooing
- Replenishing paper products and sanitary supplies
- Occasionally using heavy cleaning equipment, such as floor scrubbers and vacuums
- Monitoring supply inventory and ensuring that cleaning supplies are well stocked
- Ensuring that facilities are cleaned and in good use following special events
- Performing other duties as assigned, as needed

Applicants must:

- Be available to work onsite Monday through Friday, approximately 3-5 hours per day
- Be accountable and trainable
- Be able and willing to work effectively on own and/or with minimal supervision
- Possess excellent attention to detail.
- Be able to lift 40 lbs. with or without accommodations
- Be at least 18 years of age
- Have reliable transportation to and from work
- Demonstrate reliable attendance
- Be able to pass a full background check and drug screen

Cleaning teams may be considered, but all individuals should meet the above requirements

Compensation

- Part-time, approximately 20 hours per week, salaried
- Salary target is \$15,600 annually
- Paid twice monthly
- Paid time off
- Flexible scheduling
- Health insurance benefits not available

Reports to the following persons/bodies

- FELC Church Council
- FELC Pastor

**Interested candidates should contact the church office at (419) 738-3911.** Office hours are generally 9am-noon, M-F. Please leave a message stating your interest in the custodian position along with your name and a phone number where you can be reached.