



Michigan District, LCMS

Job Title: Custodian	Primarily Reports to: Assistant to the President – Business and Finance
Reporting Positions: None	Updated: June 2019
Job Description	
<p>Position Role:</p> <p>The Custodian will be in charge of maintaining all public and private spaces to employer standards. Duties will include vacuuming, mopping, surface cleaning, dusting, and bathroom services.</p>	
<p>Position Responsibilities:</p> <ul style="list-style-type: none">• Dusting and cleaning ceiling vents, surface areas, and counter surfaces• Performs general sweeping, scrubbing, mopping of tiled floors• Using vacuuming equipment; vacuums and cleans carpets, performs further treatments such as shampoo or stain-removal as needed• Disposing of trash from bins and containers• Polishing furniture and room accessories as needed• Scrubbing sinks, basins, and toilets in bathrooms• Cleaning windows, glass surfaces, and mirrors• Maintaining and upkeep of all cleaning equipment, supplies, and products• Ensuring safe and sanitary storage and care of products• Keeping all public spaces neat and tidy• Reporting repairs and replacements needed when encountered on job• Accept all responsibilities as assigned by the Assistants to the President – Business and Finance.	
<p>Position Requirements:</p> <ul style="list-style-type: none">❖ Ability to follow verbal directions❖ Ability to work well alone and with a partner or team❖ Reliable and punctual with a dedicated professionalism to job and duties❖ Able to adapt to changing schedules or routines; excellent time management skills❖ Pays attention to detail when cleaning❖ Organized and able to follow a schedule❖ High school diploma or equivalent; relevant experience; or knowledge, skills, and mental ability equivalent to 2 years of high school education❖ Physically able to reach, stretch, bend, and walk during daily routine, with ability to stand for long lengths of time; physically able to push vacuum cleaner for extended periods of time; ability to lift up to 25 to 30 pounds❖ General knowledge of cleaning products, supplies, and techniques for cleaning❖ Able to work nights or early mornings❖ Previous experience cleaning preferred; training will be provided	