

CLIFTONDALE UNITED METHODIST CHURCH
Job Description – Facilities Maintenance Technician/Custodian

POSITION: Facilities Maintenance Technician/Custodian – Part time/Contract

REPORTS TO: Chairperson Trustees Board or Designee

LOCATION: Cliftondale United Methodist Church
4095 Stonewall Tell Road, College Park, GA 30349

General Responsibilities:

Responsible for the facilities maintenance and custodial services of Church building and grounds, including the sanctuary, classrooms, multi-purpose center, exterior grounds and parking lots. The work involves serving as church liaison with the lawn maintenance personnel, church security vendor and pest control company.

SUMMARY:

Performs general facilities maintenance and custodial cleaning services for the church building facilities and grounds as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performing minor facilities maintenance functions such as maintaining interior and exterior lighting, unlocking and security building facilities as directed, caring for and maintaining exterior grounds including the removal of paper and litter as needed, cleaning parking lots and walkway and entrances to sanctuary, setting up and removing chairs and tables for church events as directed, returning premises to a neat and orderly state following services and other events. Monitor buildings and grounds to ensure facilities are maintained in a safe and secure manner including responding to security alarm events. Maintaining and changing the outside message board as directed. Possess knowledge on the use of facility maintenance and custodial tools, and the inventory and maintenance of cleaning supplies. Performs other related duties as assigned.

Maintains an inventory of custodial supplies, drinking water, toilet paper, towels, soap etc. and replenishes as needed.

Maintains logs and reports operational issues such as trash collection, pest control needs, grass cutting, alarm systems and other needs. Empties trash containers and dispose of trash when needed.

Ensures drive, walk ways and entrances to sanctuary, church office and multi-purpose hall is clear of debris, ice snow etc. as needed.

Reports verbally and in writing potential building and grounds problems to Trustees as soon as possible

Unlock and secure buildings as directed.

Keeps interior and exterior lighting operational and maintained.

Responds to Security alarm events as required and maintains log of security events.

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DAILY CLEANING SCHEDULE

Fellowship Hall/Kitchen/Offices/Class Rooms/Stairs/Narthex/Sanctuary

- Remove Debris and arrange books in pews
- Spot clean horizontal surfaces for removal of spillage, marks and rings
- Dust horizontal surface of desks, credenzas, tables, and filing cabinets
- Empty all trash and recycling receptacles and remove to a collection point. Replace liners
- Clean fingerprints and smudges from partition glass
- Sweep and mop all hard surface floors
- Vacuum all carpeted areas/walkways
- Report all maintenance issues in log book
- Other related duties as directed

Restrooms

- Empty trash receptacles and wash, if necessary
- Empty sanitary napkin receptacle and spray with a disinfectant
- Disinfect door handles, partition handles, and light fixtures
- Clean all dispensers, mirrors, and fixtures
- Clean and disinfect sinks, toilets, toilet seats and urinals
- Spot clean walls and partitions to remove smudges and marks
- Restock all paper products and hand soap
- Sweep and mop floor with disinfectant
- Other related duties as directed

WEEKLY CLEANING SCHEDULE

- Dust all wall hangings
- Wipe clean all telephone and receivers and dust the bases
- Vacuum all carpeted areas wall to wall
- Thoroughly mop all hard surface floors
- Other related duties as directed

Restroom

- Clean and sanitized the outside of the trash receptacles and dispensers
- Polish all dispensers, mirrors and bright work
- Thoroughly wax all hard surface floors
- High dust tops of doors, partitions, mirrors and air vents
- Clean and sanitize restroom partitions and walls around toilets and urinals

MONTHLY CLEANING SCHEDULE

- Cleaning outside entrances for cobwebs
- Clean spots/smudges from walls, dust blinds
- High dusting of air vents, tops of doors, door frames, ceiling corners and edges
- Dust all baseboards
- Vacuum upholstered furniture to remove dust and lint

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- Other related duties as directed

OTHER DUTIES AND RESPONSIBILITIES:

Moves furniture, equipment, supplies, files, tools when required for the normal operation of the church. Performs other related duties and assignments.

EDUCATION AND QUALIFICATIONS:

High School graduate or GED and varied experience of increasing responsibility in facilities and custodial upkeep and maintenance. Other combinations of applicable education, relevant training and experience accepted. Must have the ability to successfully troubleshoot simple to moderately complex situations. Must be familiar with using tools and equipment used to maintain and upkeep facilities. Must be willing to work weekends.

TERMS OF EMPLOYMENT:

Part-time contract twelve month position. Must be available on-call to respond to emergency alarm events and other issues. Must be available each Sunday. Work schedule to be determined. 25 hours per week or greater if needed.

SALARY:

This is a salaried contract position. \$12 - \$15 per hour with mileage reimbursement for approved essential travel per travel policy.

SPECIAL REQUIREMENTS:

Must successfully pass criminal background investigation and drug alcohol screen.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, lift, move furniture, use handles and fingers, handle or feel, reach with hands and arms.



CLIFTONDALE CHURCH
INVESTING IN THE FUTURE

EMPLOYMENT APPLICATION

APPLICANT DATA

FULL NAME:

ADDRESS: CITY: STATE: ZIP:

HOME#: MOBILE#: EMAIL:

SOCIAL SECURITY NUMBER: DATE OF BIRTH:

EMERGENCY CONTACT INFORMATION

NAME: HOME#: MOBILE#:

ADDRESS: CITY: STATE: ZIP:

HOW IS THIS PERSON RELATED TO YOU?

NAME: HOME#: MOBILE#:

ADDRESS: CITY: STATE: ZIP:

HOW IS THIS PERSON RELATED TO YOU?

EDUCATION HISTORY

NAME & LOCATION OF HIGH SCHOOL:

NAME & LOCATION OF COLLEGE:

SPECIALIZED TRAINING:

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS

PREVIOUS EMPLOYMENT (begin with most recent position)

DATES OF EMPLOYMENT: FROM: / / TO: / /

POSITION(S) HELD: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

SUPERVISOR: _____ PHONE: _____

REASON FOR LEAVING: _____

DATES OF EMPLOYMENT: FROM: / / TO: / /

POSITION(S) HELD: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

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REASON FOR LEAVING: _____

AUTHORIZATION

I certify that the facts contained in this form are true and complete to the best of my knowledge and understand that if employed, falsified statements on this form will be grounds for dismissal.

EMPLOYEE SIGNATURE: _____ DATE: _____