



Position Description for  
**Custodian (On Call)**

Here at North Heights our vision is to **Find Faith, Discover Purpose, Live Eternal Significance.**

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose, and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

**Title:** Custodian (On-Call) – Roseville Campus and Arden Hills Campus

**Reports to:** Custodial Coordinator

**Employment Status:** Part time, Non-Exempt

**Summary of Position:** Able to perform a wide variety of assigned custodial duties at the Roseville and/or Arden Hills Campus as detailed in a defined work schedule prepared by the Roseville and/or Arden Hills Campus Custodial Coordinator along with any changes, indicating when and where regular cleaning and tasks will be performed, and be available to work within a 24-hour notification.

**Areas of Responsibility:**

- Serve as back up to custodian
- Follow and complete the custodial cleaning and room set-ups as assigned by the Facilities Director. These duties include:
  - Clean and sanitize restrooms fixtures, toilets, urinals and urinal partitions/walls with germicidal solution;
  - Refill paper towels, tissue, toilet paper and hand soap in all dispensers;
  - Wet mop or clean with mechanical scrubbers all washable floors including kitchen, hospitality areas, bathrooms, hallways using germicidal solution;
  - Sweep or vacuum floors including cleaning all entrance spaces;
  - Clean, dust, wipe and sanitize furniture, fixtures, appliances and equipment;
  - Empty/clean wastebaskets and trash containers.
  - Collect and bag all garbage, placing the tied bags in assigned dumpster;
  - Wash accessible interior windows, clean blinds when needed;
  - Performs other cleaning and room setup duties as directed by the Custodial Lead;
- Strip, clean, burnish and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets during seasonal availability.

- Prepare all rooms for use. This is to include but not be limited to arranging chair and table set-ups, cleaning blackboards, emptying waste baskets, vacuuming rugs, mopping floor surfaces as needed, damp wiping table and counter surfaces etc. as requested by the Custodial Coordinator.
- Use, maintain assigned cleaning tools; vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Adhere to church safety policies and follow instructions regarding the use of chemicals and supplies.
- Immediately report any leaks, mechanical system failures, major maintenance problems or unsafe conditions to the Custodial Coordinator.
- Observe functional OSHA and local code requirements
- Perform other duties as assigned or requested.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

**Knowledge, Skills, and Abilities Required:**

- Ability to lift/move up to 60 lbs.
- General knowledge in all areas of custodial duties;
- Works well with little or no supervision, organizes and conducts work without continual reminders, works well under pressure, attention to detail, and demonstrates a willingness and capability to learn the intricacies of maintaining a large facility;
- Safely operate all vehicles and other job-related equipment
- Trained in the use and maintenance of assigned power equipment; auto scrubbers, extractors, high pressure washers, high speed burnishers and vacuum cleaners and general maintenance of floors, walls, carpets, furniture, etc.
- Flexibility in schedule to meet varied church program and event needs including evenings/weekends.
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**Outcomes required from this position:**

- Facilities are clean, comfortable, safe, and secure
- Room set ups are completed as requested and on time for event use
- Repair needs are reported to the Custodial Coordinator
- Staff, congregation, and visitors treated in a respectful manner and requests handled timely

**Optional but desired:**

- It is preferred that the Custodian have training in the custodial field.
- Education: High School Diploma desired but not required,
- Ability and aptitude to pursue further education and training in specific job-related topics.