

FACILITIES CUSTODIAN

KSC Ministries Job Description

June 4, 2003

updated 7/13/17

PURPOSE:

Responsible for assuring that all King Street Church facilities offer a clean, safe, and comfortable environment for all who use the facilities.

DUTIES / RESPONSABILITIES:

- Maintain an overall pleasing appearance of the facilities
- Do general cleaning of facilities. (floors, glass, etc)
- Prepare the facilities for special events. (set up tables, chairs, etc.)
- Un-lock and lock-up the facilities after regular usage times.
- Open and prepare the building for special events. (weddings, parties, etc.)
- Remove snow on sidewalks and foot traffic areas.
- Remove all trash from buildings.
- Assist maintenance worker in light repair work. (patching, painting walls, etc.)
- Deliver equipment for repairs and pick up supplies as required.

QUALIFICATIONS:

- Self-motivated
- Able to work well with others.
- Physically able to set up and relocate tables and chairs.
- Knowledge of cleaning materials, methods and cost.
- Available to be on call for emergency service.
- In agreement with and will adhere to the Governing Documents of the United Brethren in Christ denomination.

ACCOUNTIBILITY:

- This full-time position reports to the [Facilities Manager](#) and is accountable to the KSC Board of Administration.

