

Custodial/Maintenance

Job Description

ACCOUNTABLE TO: Facility Manager and Executive Director

DIRECT REPORTS: None

ROLES AND RESPONSIBILITIES:

- a. **Accountable to Facility Manager and Executive Director**
- b. **Embrace FVC philosophy, vision and mission as defined by leadership**
- c. **Participate in a small group associated with FVC and its mission (Preferred but not required)**
- d. **Participate in scheduled staff meetings**
- e. **Attend at least one service per week as worshiper (Preferred but not required)**

I. To Maintain the Cleanliness of Facility and Surrounding Grounds:

- a) **Cleaning to include and not limited to:**
 1. **Dusting**
 2. **Washing walls**
 3. **Cleaning light fixtures**
 4. **Vacuuming, sweeping and mopping floors**
 5. **Spot cleaning carpets**
 6. **Cleaning restrooms**
 7. **Snow removal (Shoveling, Blowing)**
 - a. **Including Plowing if skilled**
 8. **Etc.**

II. To Maintain Buildings and Properties:

- a) **Minor repairs as needed and directed by Facility Manager**
 1. **Wall repair**
 2. **Painting**
 3. **Light bulb replacement**
 4. **Ceiling tile replacement**
 5. **Staining doors**
 6. **Etc.**

III. Physical and Mental Requirements:

1. **General skills in**
Writing
Speaking
Reading
Math
Reasoning
2. **Occasional driving**
3. **Balancing, bending, stooping, reaching, pushing, pulling, climbing and standing.**
4. **Light to medium physical requirement with occasional lifting/carrying of objects weighing up to 50 lbs.**

IV. ENVIRONMENT CONDITIONS:

1. **Works both in and outdoors**
2. **Exposure to steps, stairs and uneven and potentially slippery surfaces**

V. WORK SCHEDULE: Based on need of the Church.

VI. REVIEWS: Annual

VII. All other tasks as assigned by the Facility Manager and Executive Director

_____, _____
Supervisor Date

_____, _____
Employee Date

Job Title
Revised: Date

Fairview Village Church of the Nazarene
Fairview Village, PA 19403