



JOB DESCRIPTION

Position Title:	Custodian	Department:	Facilities and Operations
Job Type:	Hourly, Part time	Supervisor:	Director of Operations

Church of the Saviour (COTS) is a vibrant, diverse, and growing 1,000-member United Methodist Church in Cleveland Heights, Ohio. The 86,000 square foot facility comprises the original 1928 French Gothic sanctuary; classrooms, office, chapel, and tower additions from the 1950s, and a 2007 Great Hall and state-of-the-art education space. We are looking for a part time Custodian to clean and maintain our children’s ministry areas.

POSITION OVERVIEW:

We are currently seeking reliable and dedicated Custodians to maintain the classroom spaces in the 2007 addition of our facility. Our ideal candidate is careful and thorough, cleaning and tidying the premises with great care and an eye for detail. We prefer applicants who have some professional custodial experience, but we are willing to train the right person. This position will require someone who is flexible and available to cover a daytime, evening or weekend shift, if necessary

PRIMARY RESPONSIBILITIES:

Duties and Responsibilities

- Maintain floors in a clean state by sweeping, vacuuming, scrubbing, mopping, and waxing them
- Empty and clean trash receptacles and collect recycling
- Clean, sanitize, and supply bathrooms
- Clean and service custodial equipment as needed
- Perform minor repairs on furniture, buildings, and equipment
- Lock and unlock windows, doors, and gates
- Ensure grounds areas are clean and orderly
- Safe and proper use of insecticides to prevent infestation by dangerous pests
- Meet or exceed uniform standards of cleaning for Church of the Saviour.
- Visibly inspect area for maintenance needs or trouble spots
- Report any safety, sanitary, or fire hazards to the Director of Operations
- Respond to requests from church and Early Learning Center staff
- Track inventory of cleaning supplies and report needs to Director of Operations
- Replace light bulbs and other supplies as needed
- Occasionally, set up, take down, and move furniture and equipment for meetings, classes, conferences, and events as well as perform processes necessary to complete required tasks.
- Clean and unclog drains, making repairs to plumbing fixtures as needed.
- Repairs or replaces fixtures, furnishings, puts together furnishing and any other miscellaneous objects as needed
- Repair and maintains electric powered janitorial tools and electric equipment such as vacuum cleaners, floor polishers, and floor scrubbers as needed
- Repair or replaces doors, hardware, windows, locks, gutters, benches, tables, desks, chairs, and cabinets

JOB ESSENTIALS/ATTRIBUTES:

- Commitment: Supports the church's mission and vision with enthusiasm.
- Initiative: Self-starter and independent worker without continuous oversight. Takes action to achieve goals beyond what is required.
- Detail: Pays attention to details to ensure the highest standard for our children and leaders.
- Communication: Ability to work with variety of people and personalities, clearly articulates needs and solutions.
- Teamwork: Though most of the work will be alone, has ability to work in coordination with others; oriented towards the good of the whole.
- Manage job professionally and with a high level of organization
- Ability to respond to change with positive attitude, offer suggestions for improvements to increase effectiveness of change, support new initiatives, and maintain an open mind.
- Flexibility: Available to cover Saturdays, daytime and evening shifts as needed

MINIMUM REQUIREMENTS & EDUCATION LEVEL:

- Must be at least 18 years of age
- High School Diploma / GED equivalent
- Successful completion of post-offer background check
- Must be willing to work evenings Monday through Saturday
- Ability to work safely
- Ability to lift and carry up to 50 pounds
- Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks
- Ability to understand and follow verbal and written instructions
- Possess working knowledge of the methods, technique, and materials used in custodial work
- Ability to climb ladders and work from heights
- Familiar with operating, caring for, and storing custodial equipment and supplies

PREFERRED QUALIFICATIONS:

- Prior experience in custodial or janitorial capacity.

This description should not be construed to contain every responsibility that an incumbent in this job may be required to perform. Incumbents are required to perform other related functions assigned.

Church of the Saviour is looking for diversity in qualified candidates for employment:
Minority/Female/Disabled/Protected/Veteran.

Interested parties should send an email cover letter and resume to: jobs@cotsumc.org
or send via regular mail to
Human Resources, Church of the Saviour, 2537 Lee Rd., Cleveland Heights OH 44118

Please do not call the church office.