



SUNNYBROOK

community church

POSITION DESCRIPTION - CUSTODIAL ASSISTANT

General Summary: The Custodial Assistant is responsible to work with the Custodial Services Manager to ensure the cleanliness of the church, to assist in setting up and tearing down for various activities held on church property, and to maintain the building and grounds.

General Duties:

- Keep the facility clean. Sweep, mop, vacuum, clean, wash, wax and dust furniture and floors, window cleaning
- Consistent restroom cleaning
- Move furniture, set up (and tear down) tables and chairs for church activities/events, weddings, funerals, etc.
- Set up educational areas for regular and special activities
- Minor repair/repainting jobs as required
- Assist in building and grounds maintenance – landscaping, snow removal, etc
- Support and complete with excellence all other assigned duties

Skills/Abilities:

- A strong work ethic and passion for cleanliness and organization
- Ability to lead and motivate the custodial team
- Strong attention to detail
- General working knowledge of the mechanical aspects of building administration
- A passion for excellence

Education/Experience:

- Janitorial or custodial experience preferred

Position Status:

- Full-time hourly employee

Reporting Relationships:

- Reports to the Custodial Services Manager