
SUMMARY OF POSITION

The custodian is responsible for performing custodial maintenance duties that keep Eagle's Landing First Baptist Church and Eagle's Landing Christian Academy a welcoming and clean environment. The role is responsible for a wide range of custodial responsibilities including floor and surface care, restroom and hygiene maintenance, waste management, classroom and common area cleaning and maintenance, facility maintenance, grounds keeping, supply and equipment logistics, supply restocking, event support, wall and ceiling care, and hazard identification and removal.

QUALIFICATIONS AND REQUIREMENTS

- A requirement of our staff is that you *love your job!*
- Demonstrates the qualities of being **humble, hungry, and smart** – prioritizing the team over self, showing initiative and diligence, pursuing growth, and exercising wisdom in relationships.

RESPONSIBILITIES

Floor, Wall, Ceiling and Surface Care

- Sweeping and mopping of hard surfaces like tile, linoleum, and wood.
- Vacuuming and shampooing carpets, rugs, and upholstery using commercial vacuums and extractors.
- Use and operate a commercial floor sweeper/scrubber.
- Finishing floor maintenance includes wiping, buffing, waxing, and stripping of floor finishes.
- Dusting and polishing of furniture, surfaces, décor, walls, windows, ledges, and fixtures.
- Window and Door cleaning includes washing glass, wood, and metal partitions, windows, and doors.
- Ceiling panel replacement and minor repair as needed.

Restroom and Hygiene Management

- Sanitization and disinfection of urinals, toilets, sinks, showers, hand dryers, napkin and toilet paper dispensers, restroom stalls, floors, walls, and mirrors.
- Replenish and restock toilet paper, hand towels, soap, hand sanitizer, and lady products.
- Wiping and sanitizing door handles, light switches, railings, seat backs, water fountains, and appliances.

Waste Management

- Trash collection indoor and outdoor locations.
- Disposal of waste in central dumpsters or compactors.
- Maintaining a clean central trash collection area and clean trash dumpsters.
- Trash pickup on the grounds and along the road of the campus.
- Relining trash cans with fresh bags.

Facility Maintenance and Safety

- Maintenance includes changing light bulbs, fixing minor plumbing, and minor hinge/door repairs.
- Identifying and reporting damage and safety concerns with building and grounds.
- Maintaining established security protocols associated with both the church and school.
- Reporting any security risks or concern immediately.

- Minor touchup and/or wall, railing, stairs, and floor repairs.

Groundskeeping

- Weather maintenance as needed, such as snow shoveling, salt application, and sidewalk clearing.
- Exterior upkeep, sweeping entryways, picking up litter, watering plants, and sometimes debris, limb, and leaf removal.
- Identifying, marking, and promptly cleaning accidental spills.

Supply and Equipment Logistics

- Monitoring supply closet and ordering/reporting needed cleaning materials and chemicals.
- Following all MSDS (material safety Data Sheet) protocols and requirements.

Event Support

- Availability for coverage of custodial duties during and after special events, conferences, concerts, programs, camps, church and school meetings.

Position: Custodian

Reports To: Director of Operations

Category: Full-Time / Non-Exempt / Level VII

Campus: McDonough