



Custodial/Setup
Job Description
Revised 06/15/2021

Job Purpose:

Primary focus is to perform routine cleaning duties throughout WCC's facility and set up rooms for use. Occasionally training and interacting with volunteers is also part of this position.

Supervisor: Facilities/Hospitality Leader

Qualifications:

- High School diploma or GED
- Must be able to read and write English.
- Must be able to follow written and verbal instructions.
- Must be able to work alone or in a team setting.

Job Classification

Part Time/Non-Exempt

This role will typically require 25 hours per week to perform. Evenings and weekends may be necessary to meet the needs of the ministry.

Must be able to work alone and with others depending on assigned responsibilities.

Essential Functions:

- Must be able to use a vacuum, mop and broom
- Use cleaning products
- Bend down to clean hard to reach places.
- Walk up stairs.
- Lift full bags of trash out of trash can and into dumpster (Up to 50lbs).
- Setup rooms for use (including tables and chairs).
- Lead facilities volunteers.
- Other tasks to be assigned.
- Attend weekly All Staff meetings and monthly Custodial Team meeting with supervisor

While on duty it is expected that good judgement is used regarding cell phone usage. Cell phone use should be kept to a minimum.

While on duty (typically 4-5 hr. shift) one 15-minute break is paid. Longer breaks may be taken if supervisor is informed but are not compensated.

Other

- Must be able to lift up to 50 lbs.
- Equal Opportunity Employer