

Journey Mennonite Church
**Job description for CUSTODIAN Journey@South Hutch
New Building**

Reports to: Administrator
Effective: ASAP
Status: Part-time (estimated 6-10 hours/week on average)

Essential Functions

- General cleaning: bathrooms, gym, classrooms & hallways.
- Wash windows on doors weekly
- Blow/sweep bugs off sidewalk and shake outside mats before an event
- Change light bulbs as needed (Yoder Hardware and Sunflower Electric have church accounts)
- Locking and unlocking doors for scheduled events (the church office will work with you on that)
- Setting thermostats for scheduled events
- Record maintenance needs in Facility Maintenance book
- Keep supplies on hand (toilet paper, paper towels for bathrooms, soap, tissues, cleaning supplies, etc.). Purchase of supplies can be coordinated with the South Hutch campus custodian to save money on bulk items. The church has an account at Janitorial Supply, Walmart (card from the church office), and Bill's Sewing and Vacuum (for vacuum bags). You may also buy cleaning supplies at places where you shop and turn in the receipt for reimbursement. (Dillon's will allow you to purchase tax exempt if you have the tax number)
- Consult with the Facilities Team on snow removal.

Other Responsibilities

- Meet with rentals to show them space and answer questions (coordinate with cleaning times as much as possible)
- Periodically check and clean the unfinished areas and rooms
- After a rental: check toilets, make sure tables and chairs are returned to their places, empty trash cans, etc.

Schedule

- Cleaning times are flexible.
- The schedule for rentals and church activities is on The Hub. Specific set up requests and other info will be there as well and should be checked frequently.

Relationship to other staff

- You will be in communication with the church office staff frequently for updates and info on rentals and events. All events will be in The Hub