



Custodial

Job Summary

This position will perform cleaning functions at Willowdale's campuses in Kennett and Jennersville and the office location in Kennett. Tasks include vacuuming, sweeping, trash removal and cleaning of facilities floors, bathrooms, windows, stairs and offices to keep building clean, sanitary and safe. Includes room set up for events with tables, chairs and trash cans.

Accountability

The custodial position reports directly to Joe Hunter.

Employment Status: Full-time, non-exempt (hourly) 40 hours

General Accountabilities

- Cleans bathrooms, offices, hallways, stairwells, seating risers and any other assigned areas by sweeping, mopping, scrubbing and polishing.
- Empties and decontaminates trash containers.
- Moves, rearranges, and cleans furniture and fixtures.
- Mixes or blends routine cleaning solutions to proper concentrations as necessary for various tasks.
- Cleans and waxes floors using industrial-size mops and/or machines.
- Strips and polishes floors
- Washes blinds, windows, and walls with prescribed solutions.
- Sweeps sidewalks, patios and outside areas as needed.
- Operates wet/dry vacuum for cleaning and shampooing carpeted areas.
- Reports needs for minor building or equipment repair to supervisor.
- Replaces light bulbs and/or reports safety hazards to supervisor.
- Does laundry (towels, mop heads, rags, etc.).
- Unclogs toilets as required.
- Replaces and fills toilet paper and towel dispensers.
- Willowdale reserves the right to add or change duties at any time.

Job Qualifications

- Education: High school diploma or equivalent
- Transportation and a valid driver's license are required to service locations.
- Must be able to lift and move 60 lbs. on a continuous basis.
- Work on your feet for most of the day.
- Communicate clearly with supervisor and ministry staff on daily requirements and

desire to support the overall needs of the church.

- Flexible hours: Not every day will be 8:00 a.m. to 5:00 p.m. Will need to be able to accommodate office cleaning and facilities usage. Must be a self-starter, able to work independently, support the entire team and able to complete tasks quickly and efficiently.
- Experience: Some previous work-related skills, knowledge, or experience.
- Light maintenance capability is a strong plus.