



Custodian Job Description

PURPOSE:

The purpose of this position is to ensure that the facilities and equipment of Enumclaw Nazarene Church are clean and properly maintained. This role includes regular cleaning of key areas, periodic deep cleaning of additional spaces, and ensuring the facility is well-maintained for worship services, meetings, community groups and events.

QUALIFICATIONS:

- Successfully pass a background check.
- At least one year of prior experience in custodial duties, preferably in a church or similar setting.
- Have the ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form.
- Be conscientious and able to work independently (unsupervised).
- Be familiar with custodial equipment (e.g., hand and small power tools, ladders, floor buffers, vacuums, carpet cleaners, etc.).
- Have strong customer service skills and the ability to get along with others.
- Be in good physical health (ability to transfer weight up to fifty (50) pounds; ability to climb and work from ladders; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity).
- Be cooperative and show respect and courtesy to all church staff, church members, church visitors, and outside guests who use the facility.
- Be punctual, trustworthy, and willing to work.
- Be flexible, as facility use may require modifications to cleaning schedule and needs.

PRIMARY RESPONSIBILITIES:

- Tidy sanctuary by straightening chairs, picking up discarded materials and replenishing cards/pens
- Thoroughly clean all restrooms weekly (or more as needed)
- Replace toilet tissue, soap and towels
- Empty all trash and recycling into appropriate dumpsters
- Vacuum all carpet weekly
- Thoroughly clean kitchen weekly, including sanitizing counters, cleaning stoves and mopping the floors
- Mop community room weekly
- Clean up food distribution areas each Thursday and Sunday
- Reset the community room for weekend groups
- Clean and disinfect community room chairs and tables as needed and at least monthly
- Clean walls and partitions as needed
- Regularly dust all surfaces including furniture, cabinets, blinds, window ledges and exposed beams (wood ceilings once annually)
- Wash windows twice annually
- Vacuum sanctuary chairs twice annually
- Wax linoleum/tile floors annually

ADDITIONAL EXPECTATIONS:

- Identify custodial supply needs in a timely manner
- Light maintenance is required, such as replacing lightbulbs and performing minor repairs; major maintenance issues should be reported to the pastors
- Monitor the church calendar for special events that may require additional cleaning or impact schedule
- Additional cleaning before or after events may be required
- Perform other duties as assigned
- If you are unable to report for work, please notify one of the pastors promptly

SECURITY AND ACCESS:

- Open and close the building for approved groups
- Lock doors
- Set alarm

WORK SCHEDULE AND COMPENSATION:

- The custodian will work approximately 12-14 hours a week, with additional time possible for special events and/or special cleaning projects.
- The compensation range is \$18-\$20 per hour, based on experience and qualifications.
- There is an initial 90-day probationary period.
- An annual performance review will be conducted with the pastors, in consultation with the church board.
- Enumclaw Nazarene Church provides all employees with flexible time off.
 - Non-pastoral employees earn 1 hour of flexible per week per 30 hours worked.
 - Flexible time off includes personal time off or sick leave, both scheduled and unscheduled. For unscheduled use of flexible time off exceeding three consecutive days, ENC may ask for verification from a doctor.
 - Employees are eligible to accrue flexible time off from the first day of employment. Flexible time off will accrue on a monthly basis within a calendar year starting January 1 and ending December 31. Any unused flexible time off from the calendar year will be paid out in January of the following year. No roll-over accumulation is allowed.
 - Upon termination of the employee relationship, either voluntary or involuntary, employees will be paid all accrued but unused flexible time off in the next regularly scheduled pay period.

TO APPLY:

Submit your resume, along with a brief letter of interest that includes your hours of availability, to office@enumclawnazarene.org.