



JOB DESCRIPTION

Title: Custodial Assistant
Department: Support Services
Reports To: Facility Director
Pay Status: Hourly Non-Exempt. 20 hours
Updated: August 22, 2019

General Summary and Objective: Responsibilities include performing various cleaning tasks at Newburgh Campus.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Routine cleaning of Newburgh Campus consists of the following:**
 - Restrooms: Collect trash, sweep & mop floor, disinfect sinks, toilets, mirrors, and restock supplies
 - Atrium: Vacuum, spot clean carpets, collect trash, polish trash cans & water fountains
 - Elevator: Vacuum, clean and polish all surfaces
 - Various rooms: Collect trash, vacuum, wipe counters, clean whiteboards.
 - Kitchen Areas: Clean all surfaces, sink, stove, microwave, mop floor, collect trash.
 - Water plants, clean windows and doors
 - Offices Areas: Vacuum, collect trash

Additional Responsibilities:

- Assist facilities team with other event projects
- Replace batteries in dispensers
- Perform additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- High School diploma or GED
- Ability to use common tools
- Ability to perform duties with minimal supervision
- Minimal computer skills required

Work Environment

The position is frequently exposed to lubrications, fuel, fluids, cleaning solvents, batteries, and other bio-chemical waste products such as bodily fluids.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear and see color. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms. This position is required to lift and push up to 50 lbs. The employee will need to be able to bend at the waist, sit, and kneel.

Position Type/Expected Hours of Work

This position is 20-23 hours per week. Normal working hours are Monday, Wednesday and Friday 8:00 AM - 3:00 PM. Weekend duties during church service times every 5th weekend.

Travel

This position should not require travel.

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.