Job Description
Sexton / Custodian

Position:	**Sexton / Custodian**
Type:	**Non-Exempt, Full-time 12 Month position**
	Generally 9:30 AM to 6:00 PM with overtime on weekends, evenings and holidays.
Reports to:	**Facilities Manager and Lead Sexton / Custodian**
Preference:	**Speaks Spanish and English**

Work Type: Full-time 40 hours per week, 50 weeks per year, with occasional unscheduled overtime on demand.

Duties:

- Works alone or on a team to provide custodial and minor maintenance care to the school and church buildings.
- General cleaning including washing and disinfecting bathrooms, classrooms, kitchens
- Maintains floors by vacuuming, spot cleaning carpets, sweeping and mopping
- Replace and stock supplies
- Gather and dispose of trash in buildings and on grounds
- Paint and touchup
- Light bulb and ceiling tile replacement
- Yard raking and blowing, sidewalk sweeping and power washing
- Event setups and takedowns (chairs, tables, projector, and screens)
- Playground cleaning (including sandbox raking)
- Unlock and secure buildings as directed
- Continually assess facility issues and report concerns to Facilities Manager / Lead Sexton

Skills and Aptitudes:

- Adequate knowledge of cleaning and caring of a building and grounds
- Ability to
    - Work independently at times without direct supervision
    - Recognize problem areas and seek solutions
    - Manage time and juggle multiple tasks and projects

- Communicate with staff, members, students, guests and comprehend instructions and take direction
- Work around children
- Manage stress in a sometimes hectic environment

Physical Requirements:

- Normal physical mobility and coordination which includes movement from place to place such as climbing stairs.
- Ability to reach and bend, push/pull, and lift and carry objects within a weight range from 3 pounds to 50 pounds. Ability to assist with handling objects in excess of 40 pounds.
- Normal dexterity of hands and fingers.
- Must be able to work outdoors in seasonal conditions.