



Job Description Custodian

Reports to:	- Facilities Manager
Category of Employment:	- Full Time
Payroll Status:	- Hourly
Office Hours:	- 40 hours per week

Job Summary

To help fulfill the mission of Northbrook Church (“making compelling followers of Christ”) by ensuring the building and grounds are cleaned, maintained and ready for the ministry and activities of Northbrook Church.

Qualifications

- Stable, mature and growing follower of Jesus Christ.
- Honest and trustworthy.
- Able to work with little supervision.
- Good decision-making and problem-solving skills.
- Effective communication skills.
- Knowledge of standard cleaning & maintenance procedures, chemicals, products, and equipment.
- Physical stamina and dexterity to operate cleaning equipment and lift weight up to 75lbs.

Expectations

- Follow the nbTeam Covenant.
- Be flexible and available to work evenings and weekends as needed.
- Demonstrate respect, excellent teamwork, and a sound work ethic.
- Be willing to learn new skills.
- Work in a safe and efficient manner.
- Attend all meetings prepared and on-time.

Duties and Responsibilities

- Assist with the cleaning, sanitizing and maintenance of the building.
- Perform weekend readiness so that all areas are stocked with soap, sanitizer, and paper goods.
- Perform ministry and room setups.
- Perform special event setups, takedowns, and cleaning which may occur evenings or weekends.
- Perform general custodial duties.
- Assist with the care and maintenance of the grounds and flower beds.
- Assist with snow removal and salting.
- Assist with ministry related facilities projects.
- Perform weekly, monthly, seasonal and annual tasks per the documented schedules.
- Perform minor building repair work and equipment maintenance.
- Assist with securing the building.
- Proactively identify and help resolve safety, building, and maintenance issues.