



CONNECT. GROW. SERVE.

Bethel Host Custodian Position – Overall Summary

Bethel Host Custodian positions average approximately 15 to 20 hours per week. Duties include: general cleaning of all preschool areas with occasional: setup and tear-down for events, keeping sidewalks and the Bethel Highlands Memorial Garden cleared of snow and ice, removing trash from grounds, and facility lockup.

Since ministry needs vary by day and season, Bethel custodians work flexible schedules which may require regular weekend work. While custodians may spend the majority of their time at one Bethel campus, staff will be required to work at both facilities to support key church events.

Required qualifications include: reliable, a great attitude, team player, flexibility, ability to communicate via email, text and phone, responding quickly to questions, the ability to respond after normal work hours if an emergency arises, and the ability to lift 50 pounds.

Bethel's custodial personnel are responsible for maintaining the safety, appearance and functionality of Bethel facilities. This includes identifying and remedying basic safety hazards.

Before special events:

1. Ensure that the facility presents a clean, organized and welcoming appearance
2. Ensure that heat, light and technical needs are appropriately prepared
3. Ensure sufficient supplies are available (coffee, towels, toilet paper, etc.)
4. Ensure the Bethel Memorial Garden remains free of ice and snow throughout the winter and the sidewalk is cleared of leaves and debris during spring through fall.

Principal Accountabilities:

On a daily basis: attend to duties such as, but not limited to, the following:

1. Greeting and welcoming individuals for their programs by ensuring that doors are unlocked and the building is accessible.
2. Assist with simple technology needs for groups.
3. Assist with any needs that may arise with during programs; ie, trash removal, spot cleaning restrooms, need for more chairs, etc.
4. Keep entryway areas clean and tidy at all times.
5. While programs are occurring the cleaning and maintenance of the Pre-school classrooms and restrooms following the prescribed check-list and expectations.
6. Checking all areas to ensure lights and equipment are turned off, heating is adjusted, and there are no potential problem areas. Ensure that doors are locked at night
7. Strive for energy efficiency by ensuring that lights are on only in areas where and when needed. Maintain temperature per Bethel building guidelines.
8. Be familiar with each facility's mechanical equipment (security system, door access controls, lights, heat, pumps, circuit breakers, etc.) and be able to trouble shoot basic problems as needed. Report significant building issues promptly.



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9. During the winter, keep Bethel Highlands' sidewalks and entrances clear of snow and ice by using a snow thrower and/or hand shovel, plus prudent application of ice removal chemicals. Snow and ice removal is a priority for all church services, Preschool days, and special events.
10. Identify failed light bulbs and change those bulbs promptly.
11. Keep the Highlands and/or Downtown grounds free of garbage and clutter
12. Keep the facility uncluttered by placing unused tables and chairs in the storage area when not in use.
13. Other tasks and duties assigned by Facility Manager or leading staff

Job Requirements

1. Must be a team player and cooperate with other team members on a cordial basis.
2. Must be able to independently set up, take down and relocate tables; stack, unstack and move chairs; move file cabinets using provided equipment.
3. Ability to safely operate indoor and outdoor power equipment including the scissor lift, snow blower and hedge trimmers, and be able to shovel snow in inclement weather
4. Familiarity with cleaning of institutional buildings or related sites.
5. Ability to follow directions and communicate clearly with other staff.
6. Willingness to work within congregational structures and policies.

Time Reporting and Scheduled Hours for this Position:

- This position requires hourly time reporting.
- Do not exceed 40 work hours during Bethel's seven day work week (Sunday through Saturday) without supervisory approval.
- All work must be performed on premises using church equipment. Work hours must be spent in Bethel facilities and on Bethel tasks.

Supervised By:

Facility Manager