

## Custodian

### General Position Description

The Custodian is responsible for ensuring the buildings under Opulent Life Church, Opulent Life Kidz Kare, and Opulent Kidz Klub are clean and safe. They must work effectively with staff, however, they must be able to work with little or no supervision.

### This Position Reports to

- Executive Director
- Opulent Life Church Pastor

### Key Responsibilities

- Ensure equipment and the facility are clean, well maintained and safe at all times.
- Maintain confidentiality.
- Report any suspect abuse to the supervisor.
- Attend in-service and staff meetings.
- Keep all appropriate records such as records, attendance and time sheets.
- Comply with all applicable licensing regulations.
- Demonstrate regular and prompt attendance.
- Sweep, wet, and dry mop, strip, buff and wax floors, participate in stripping floors.
- Vacuum and shampoo rugs. Remove spots and stains from rugs.
- Clean restroom floors, walls, sinks, and commodes.
- Replace toilet paper, towels and soap, wash and polish fixtures; clean windows and mirrors.
- Clean and wash tables, countertops and fixtures.
- Set up tables and chairs and move furniture; dust furniture, desks, woodwork and blinds; replace light bulbs
- Remove paper, trash, and garbage from assigned areas and place in proper containers for disposal.
- Operate custodial equipment for such buffers, vacuum cleaners, shampoo machines, and water extractor, and operate laundry equipment.
- Patrol grounds around building; pick-up paper, cans, trash and debris; clean walkways.

### Additional Knowledge, Skills, and Experience Required

- Letter of Suitability for Employment that reflects the completion of the criminal records check, child abuse registry check, and sex offender check.
- Immunization Compliance Form 121.

### Educational Requirements

- Currently enrolled in High School/High School diploma or GED

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Repetitive hand motions. Frequent standing, stooping, bending, kneeling, pulling and pushing. Moving tables, desks, and other classroom equipment. Frequent prolonged and irregular hours. Possible biological exposure to bacteria and communicable diseases. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.