



**Job Title:** Part Time Custodial (Every Other Saturday Afternoon )

**Accountable To:** Facilities Supervisor

**Position Summary:**

- Light Cleaning and vacuuming
- Room setups and teardowns
- Part Time

**Typical Duties:**

Opening

- A. Opening exterior gates
- B. Open exterior doors
- C. Open interior doors
- D. Turn on lights
- E. Set up rooms as requested
- F. Shoveling snow by doors

Cleaning

- A. Cleaning rooms as required for Sunday/Saturday events
- B. Picking up and disposing of trash
- C. Restroom cleaning as required
- D. Spot vacuuming with various types of vacuums
- E. Various other light cleaning duties will be requested from time to time as required for the day's events

Set Ups

- A. Setting up and taking down eight foot tables for events
- B. Relocating and setting up chairs are required for events
- C. Various other room preparations as required for the night's events from time to time.

Hospitality

- A. Check in with group / activity leaders welcoming them & meet any needs.
- B. Assure that egress and room lights are on for events

Hours

- Every other Weekend
- Saturdays 3pm - 8 pm
- **Hours will need to be flexible, depending on our campus use**

## **Physical Requirements**

- Generally the job requires walking, standing, lifting, pushing & pulling
- Job is performed under some temperature and under some light hazardous conditions. Although primarily an indoor work environment occasionally you will be required to work outdoors. Both of these working environments could include exposure to weather extremes, dust, odors and cleaning agents, blood saliva and other bodily fluids that may be unpleasant to deal with.
- You will regularly be required to sit, climb, balance, stoop, kneel, lift, crouch or crawl.
- While performing duties of this job, you will frequently be required to reach with arms, hands and fingers to handle, feel or operate tools and controls.
- You will be required to talk and hear while working along with including close vision and the ability to adjust focus with or without correction.
- Hearing is required in the normal audio range with or without correction.
- The employee must occasionally lift and / or move up to 100 pounds and be able to lift 50 pounds repeatedly (setting up tables and chairs).

## **Qualifications and Performance Measurements**

- Use of discernment and ability to apply common sense.
- Attentive to detail and accuracy.
- Well organized
- Quality use of time.
- Excellent communication and public relations abilities.
- Ability to assist and support others.
- Able to follow written and verbal instructions.
- Ability to see things out of the ordinary that require attention.
- Cooperative and willing to work with volunteers
- High school graduate or equivalent preferred.
- Have the attitude, do whatever I can to get it done
- Have the gift of leadership.
- Continually seeks to fulfill the mission and goal of CWC.

## **Acknowledgements**

- I understand that to be eligible for an interview and to be considered for possible hiring, I must meet the minimum position requirements.
- I have read and understand this job description and understand that the performance of the duties and responsibilities listed above will be the criteria against which I will be evaluated.
- I am aware that this job description is a broad overview of the job responsibilities and if selected for this position, I may be asked to perform additional responsibilities assigned by my supervisor or a member of the Management Team.