

Central Reform Congregation
Position Description
Weekend Custodian

Date: November 5, 2021
Incumbent:
Job Title: Weekend Custodian
Department: Facilities
Employment Status: Regular / Part-Time
Hours per Week: 12 - 18 hours per week
Supervisor: Assistant Director for Administration

The purpose and objective for the ***Weekend Custodian*** is to assist the volunteer leadership, clergy and staff in fulfilling CRC's facility maintenance needs. The incumbent must be a talented and ambitious individual who will support the facilities team by cleaning, setting up and breaking down rooms, doing light maintenance with other essential housekeeping tasks as assigned. This role is focused on strategic and operational efficiency.

Overall Responsibilities:

1. Set up and break down the furniture and equipment in facility rooms as instructed in work orders
2. Daily sweeping, mopping, vacuuming, furniture moving, trash removal and supply stocking
3. Light maintenance, cleaning, repairs, painting, etc. as required
4. Respond to emergency requests to clean up accidents, toilet overflows, spills, etc.
5. Snow and ice removal and treatment as needed
6. Maintain orderly and safe storage areas
7. Update supervisor about needed inventory
8. Follow safety procedures and utilize personal protective equipment as needed

Education, Experience, Knowledge, Technical and Physical Requirements

1. A minimum of 2 years' custodial experience
2. Attention to detail in written and oral communication
3. Computer Software skills
4. Knowledge of CRC Personnel Policies
5. Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal, state and local government standards, including meeting qualitative and quantitative productivity standards
6. Must be able to lift and carry up to 50 pounds
7. Must be an efficient and professional communicator in-person and on the phone

Interested candidates should apply via email to HR@centralreform.org