

Pearce Church

Job Description

Position Title	Department	Reports to
Facilities Cleaner	Facilities	Facilities Director
Employment status	FLSA status	Effective date
☐ Full-Time ☒ Part-Time ☐ Temporary	☐ Exempt ☒ Non-Exempt	

Position Summary

The Facilities Cleaner's primary responsibilities are to keep the facility ready for use for weekend services, events and weekday activities.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Performing custodial duties such as: cleaning, light maintenance, grounds keeping, moving items, carpet care and tile floor maintenance, snow removal, garbage removal, etc. as assigned by the Director of Facilities. Major areas include:
 - Ed. wing cleaning including: cleaning whiteboards, cleaning tables and chairs, taking out trash, vacuuming rooms and hallways, cleaning exit doors, resetting the rooms as needed, cleaning the lower ed. wing restrooms.
 - Facility-wide cleaning including: cleaning walls/heating units, cleaning windows and window ledges, cleaning doors and door frames, cleaning door windows, assisting with deep cleaning, dusting and removing cobwebs, shoveling snow as needed, tidying up the exterior grounds including raking leaves.
- Setting up room(s) per event requirements, interacts with event participants (as needed) during an event, and returns room(s) to pre-event state
- Reporting malfunctioning, broken, or missing items to the Director of Facilities
- Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
- Interacting with church staff and visitors in a respectful, positive manner.
- Other duties as assigned by the Director of Facilities

Qualifications:

- High school diploma or equivalent
- Custodial experience or training may be required
- Understanding of cleaning techniques and safety procedures
- Ability to lift up to 50 lbs
- Pass a background check
- Strong communication, comprehension, and interpersonal skills.
- Flexibility to adjust their schedule to suit the needs of the church.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.

Physical Demands

- While performing the duties of this job, the employee is regularly required to sit and talk or hear
- The employee frequently is required to walk and use fingers, tools, or controls
- The employee is required to stand and reach with hands and arms
- Specific visual abilities required by this job include close vision, color vision, and depth perception
- The employee may have to lift up to 50 lbs. daily

Pearce Church/Pearce 4 Kids is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.