

Position: Custodian/Janitor

To Apply:

Visit careerbuilder.com to submit a resume

OR

Visit UCC offices to fill out a job application form:

University Christian Church

2720 S. University Dr.

Fort Worth TX 76109

OR

Email a resume or inquiries to:

Michelle Ingram

michelle@ucctw.com

JOB OVERVIEW

Hours: Wednesday - Sunday 1:00 p.m. – 9:30 p.m.

Full time with benefits.

ESSENTIAL FUNCTIONS

Janitorial

- Clean building floors by sweeping, mopping, scrubbing, and vacuuming.
- Empty trash and clean trash containers.
- Supply and stock restrooms.
- Fill up soap and sanitizer dispensers.
- Sanitize & clean toilets, sinks, counters and floors in restrooms.
- Polish outside doors of restrooms & clean hardware.
- Dust dividers & pictures.
- Dust light fixtures.
- Clean windows, mirrors, walls and doors.
- Dust furniture, walls, machines and equipment.
- Mix water and detergents or acids in containers according to directions to prepare cleaning fluids.
- Steam-clean or shampoo carpets.
- Strip, seal and polish floors.
- Spray insecticides and fumigants to prevent insect and rodent infestations.
- Move heavy furniture, equipment and supplies, either manually or by using hand trucks/dollies.

- Set up, lift, arrange and remove tables, chairs, ladders and scaffolding to prepare facilities for events.
- Remove snow and debris from building entrances, sidewalks and covered driveway.
- Sweep & vacuum floors
- Keep outside property tidy and free of trash.
- Provide parking lot & traffic support as required.

Coffee Service

- Inventory and maintain supplies of coffee, condiments, and disposables.
- Order new coffee supplies.
- Clean and restock all coffee areas.
- Prepare coffee.
- Clean and label coffee urns and air pots.

Miscellaneous

- Assist with the church's energy conservation practices by turning off unneeded lights and equipment; identifying unoccupied areas of the building where heating and cooling can be shut down; and reporting leaking faucets, pipes and sprinklers.
- Make periodic shopping trips for supplies as assigned.
- Assist with maintenance projects as requested.
- Assist with special projects assigned by the Facilities Director.
- Assist with emergency cleaning problems.

EDUCATION & EXPERIENCE

- High school education or equivalent.
- One - three years' experience working on a custodial team or similar.
- Experience working for a nonprofit organization a plus.

COMPETENCIES, SKILLS, CERTIFICATIONS & LICENSES

- Strong oral communication skills for building relationships with staff, members and the community at large.
- Able to understand and follow oral and written instructions.
- Must be able to work with little to no supervision.
- Must be able to complete tasks/projects independently and as part of a working team.
- Express or exchange ideas by means of the spoken word.
- Ability to comprehend written directions and maintain an organized task list.
- Ability to be flexible and tolerable of numerous interruptions.
- Positive work ethic.

- Organizational skills and ability to balance several ongoing projects simultaneously, including effectiveness in handling details.
- Ability to meet deadlines and work in a fast-paced environment.
- Strong team player.

PHYSICAL & MENTAL DEMANDS

- Frequently requires problem solving, analyzing and interpreting data and extended focus.
- Attention to detail and mental concentration are necessary for accurately performing tasks, working in a fast-paced environment and handling frequent interruptions.
- Ability to lift, bend, carry packages, more furniture and heavy equipment up to 50lbs.
- Ability to work physically for 8 hours a day dusting, moping, kneeling, vacuuming, cleaning, organizing and stocking.
- Ability to bend, kneel and stand for extended periods of time.

The above statements describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.