



**Position: Custodian/Janitor**

**To Apply:**

Visit [careerbuilder.com](http://careerbuilder.com) to submit a resume

**OR**

Visit UCC offices to pick up a job application form:

University Christian Church

2720 S. University Dr.

Fort Worth TX 76109

**OR**

Email a resume or inquiries to:

Michelle Ingram at [michelle@uccftw.com](mailto:michelle@uccftw.com)

**JOB OVERVIEW**

**Hours:** Sunday – Thursday 1:00 p.m. – 9:30 p.m.

Full time with benefits.

Responsibility as a member of the Building & Grounds team to keep the church building in clean, orderly and safe condition. Hours to include evenings/weekends and some major holidays. Occasional overtime during heavy activity periods and vacation/sick time coverage as needed.

**ESSENTIAL FUNCTIONS**

**Custodian**

- Clean building floors by sweeping, mopping, scrubbing, and vacuuming.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean windows and mirrors.
- 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, arrange and remove tables, chairs, ladders and scaffolding to prepare facilities for events.



- Remove snow and debris from building entrances, sidewalks and covered driveway.
- Sanitize & clean toilets, sinks, counters and floors.
- Dust dividers & pictures.
- Clean mirrors.
- Fill up soap and sanitizer dispensers.
- Fill up paper towels and toilet paper.
- Empty trash and clean trash containers.
- Clean walls and doors.
- Polish outside doors of restrooms & clean hardware.
- Dust light fixtures.

### **Coffee Service**

- Inventory and maintain supplies of coffee, condiments, and disposables.
- 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 special projects assigned by the Facilities Manager.
- 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.
- Ability to be flexible and tolerable of numerous interruptions.
- 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.
- Express or exchange ideas by means of the spoken word.
- Ability to lift, bend, carry packages and light equipment.
- Ability to work physically for 8 hours a day dusting, moping, kneeling, vacuuming, cleaning, organizing and stocking.
- Ability to bend and stand for long 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.