

The Friends of Israel Gospel Ministry, Inc.
Position Description

Position: Modified - Part-time Custodian

Reports to: Buildings & Grounds Custodian Supervisor or designee

Buildings & Grounds Mission Statement

Our mission is to be Stewards of the Friends of Israel buildings, property, and equipment, which God provides through the donations of brothers and sisters in Christ.

Purpose of the Position

- The part-time custodian is responsible for maintaining the facilities at the Friends of Israel Headquarters.

Objectives of the Part-time Custodian

- Be careful and thorough when working, cleaning, and tidying the premises.
- Use equipment responsibly and safely.
- Work efficiently off job list prepared by the Custodian Supervisor.

Position Qualifications

- Proven experience as custodian, janitor or in a similar role.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Attention to detail and conscientiousness while working efficiently.
- Very good physical condition and strength.
- Ability to maintain confidentiality while cleaning various office areas.
- Able to work with a high degree of independent judgment while working from a joblist.
- Willing to work with the priorities set to accomplish large volumes of work in a timely, accurate, and safe manner.
- Dedicated Christian who demonstrates an understanding and support of the mission's philosophy, ministry, and policies.
- Demonstrate a desire to achieve personal and organizational development and growth.
- High school diploma is preferred but not required.
- Must be 18 years of age or older.

Position Responsibilities

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture, and dusting high and low surfaces.
- Sweep and mop floors, vacuum carpets
- Wash and sanitize toilets and sinks and restock disposables
- Wipe mirrors, windows, and glass doors
- Maintain clean entrances
- Open and or Close and secure Headquarters building daily
- Observe and report problems and potential problems to the Custodian Supervisor
- Any other duties as assigned by the Custodian Supervisor

Professional Training and Development

- Attend all mandatory safety-training sessions.
- Attend all mandatory training sessions.