

The Friends of Israel Gospel Ministry, Inc.
Position Description

Position: Part-time Custodian

Reports to: Buildings & Grounds Custodian Supervisor or designee

Purpose of the Position

- The Part-time Custodian is responsible for helping to maintain the facilities at The Friends of Israel Headquarters.

Objectives of the Part-time Custodian

- Careful and thorough in working, cleaning and tidying the premises.
- Use equipment responsibly and safely.
- Work efficiently off joblist 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
- 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.