The Friends of Israel Gospel Ministry, Inc.
Position Description

Position: 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.

Objectives of the Buildings & Grounds Department

- Help accomplish FOI's mission.
- Help in the beautification and general maintenance of the FOI buildings and grounds.
- Use equipment responsibly and safely.
- Work efficiently off joblist prepared by the Facilities & Security Manager or designee.

Position Purpose

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

Position Qualifications

- Dedicated Christian who understands and supports the mission's philosophy, ministry, and policies. Involvement in your local church is encouraged.
- A nice, pleasant person.
- Prior custodial or janitorial experience is preferred but not required. On-the-job training will be provided to candidates who demonstrate a willingness to learn.
- Familiarity with the proper use and maintenance of commercial cleaning equipment and appliances is preferred but not required. On-the-job training will be provided.
- Knowledge of the safe handling, storage, and disposal of chemical liquids and other hazardous components is preferred but not required. On-the-job training will be provided.
- Attention to detail and conscientiousness while working efficiently.
- 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.
- Demonstrate a desire to achieve personal and organizational development and growth.
- A 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, and vacuum carpets.
- Wash and sanitize toilets and sinks, and restock disposables.
- Wipe mirrors, windows, and glass doors.
- Maintain clean entrances.
- Open, close, and secure the Headquarters building daily.
- Observe and report problems and potential problems to the Custodian Supervisor.
- Any other duties as assigned by the Custodian Supervisor.

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Organizational Relationships

- The Part-time Custodian reports to the Facility & Security Manager and the priorities established in this relationship. The Part-time Custodian will maintain regular, comprehensive communication with the Custodian Supervisor or Facility & Security Manager.

Professional Training and Development

- Maintain a working knowledge of current trends and innovations in the field of housekeeping. Appropriate training is encouraged.
- Attend all mandatory safety-training sessions.
- Attend all mandatory training sessions.

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