



FIRST MOUNT ZION BAPTIST CHURCH

JOB DESCRIPTION TITLE:	Custodial Technician	JOB CLASSIFICATION:	Non-Exempt, Hourly, Temporary
DEPARTMENT OR MINISTRY:	Facilities	REPORTS TO:	Assistant Facilities Manager
PREPARED BY AND DATE:	Church Business Administrator / January 2024	APPROVED BY AND DATE:	Renee Woolfolk, CBA 10/22/2024

Job Purpose or Summary

The Custodial Technician is responsible for providing day and/or night custodial services throughout the First Mount Zion Baptist Church Campus.

Essential Duties and Responsibilities

- Maintain furnishings in the sanctuary and chapel to include flooring, pews and lofts.
- Vacuuming, sweeping, mopping, and cleaning flooring, carpeting; elevators and stairs.
- Dust offices and change out lamping.
- Clean and sanitize bathrooms, kitchenettes, and commercial kitchen.
- Clean sinks, countertops, microwaves, and refrigerators.
- Restock supplies in offices, bathrooms, kitchenettes and commercial kitchen.
- Empty trash cans and replace liners, clean receptacles as scheduled.
- Dust and clean office desks and furniture.
- Clean windowsills, windows, and stairwells
- Maintain janitor closets in a clean, organized, and safe manner.
- Maintain janitorial equipment in a clean, safe, and operable condition.
- Proper labeling, dilution, and use of all chemicals.
- Wearing proper Personal Protective Equipment.
- Power washing surfaces.
- Set-up and Break-down of meeting spaces to include AV and music equipment
- Open and close facility to include arming and disarming security systems
- Maintain facility grounds to include watering plants, sweeping sidewalks
- Other duties as assigned.

Job Qualifications

Knowledge, Skills, and Abilities

1. Ability to anticipate, identify and resolve problems in a timely manner; develop alternative solutions; work well in group and individual problem-solving situations; use reason even in stressful situations.
2. Demonstrate discernment when working with staff and members. Anticipate needs and adjust work routines, as necessary.
3. Knowledge of cleaning protocols for office, school, sacred and recreational spaces and use of chemicals and small and low voltage maintenance equipment.
4. Working knowledge of and exercise excellent safety and security procedures with demonstrated appropriate action beyond guidelines to include reporting of potentially unsafe conditions and appropriate use of equipment and materials.
5. Demonstrated ability to manage difficult or emotional situations, with ability to respond promptly to the needs of others, solicit feedback to improve service, respond to requests for service and assistance; and meet duty commitments in a timely manner.
6. Ability to resolve conflict without blaming while maintaining confidentiality, with ability to listen to others without interrupting, while keeping emotions under control and remaining open to others' ideas and open to try new things.
7. Ability to speak clearly and persuasively in positive or negative situations, listens and gets clarification; responds well to questions; makes needs known, passes along verbal and written pertinent information to supervisor and to oncoming shift; communicates effectively when using radio equipment to communicate with staff.
8. Ability to balance team and individual responsibilities; exhibit objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed.
9. Ability to adapt to changes in the work environment; with ability to manage competing demands; changes approach or method to best fit the situation; and able to deal with frequent change, delays, or unexpected events.

Education and Experience

High school diploma or general education degree (GED) with less than one year experience OR Demonstrated experience of one year or more with proof of completing custodial or related training.

Additional Requirements

Must be available to support weekday evening and weekend church activities as needed.

Work Environment

FMZBC is a vibrant and thriving ministry. The Church reflects a professional work environment where Christian values are upheld. FMZBC is a weapons-free and smoke-free campus.

Essential Functions and Physical Demands

The essential functions and physical demands described below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties of the job.

Bending	Twisting	Power grasping
Stooping	Pulling	Simultaneous grasping
Kneeling	Pulling hand over hand	Squeezing
Crawling	Pushing	Lifting as much as 51 lbs. or more
Standing (not continuous)	Sitting	Carrying as much as 51 lbs. or more
Squatting	Walking	Operating mechanical equipment
Climbing stairs	Work on elevated surface	Depth perception needed
Climbing ladders	Simple grasping	Ability to see and hear