



**BURR RIDGE**  
Community Church

BRINGING GOD AND COMMUNITY TOGETHER AT THE CROSSROADS OF PLAINFIELD AND COUNTY LINE ROADS

15W100 Plainfield Road, Burr Ridge, IL 60527

630.654.4544

Office@brucc.org

BRUCC.org

## **BURR RIDGE COMMUNITY CHURCH CUSTODIAN**

### **Part-Time Job Description**

**SUMMARY OF DUTIES:** The Custodian is responsible for the appearance, cleanliness, and maintenance of buildings and grounds at Burr Ridge Community Church. A comprehensive checklist of duties is attached hereto.

#### **RESPONSIBILITIES:**

- Keep the church facility clean and well-maintained, inside and out, ensuring that it is presentable during weekly building usage.
- Perform routine cleaning tasks, such as mopping, vacuuming carpets, dusting. Clean interior glass.
- Clean and sanitize bathrooms, and common areas.
- Empty trash and dispose of waste properly.
- Perform carpet cleaning as needed.
- Communicate to the supervisor any additional or urgent cleaning/maintenance needs or tasks.

#### **REQUIRED QUALIFICATIONS:**

The successful candidate shall:

- Possess a high school diploma or hold a general education degree (GED) certificate and general custodial experience.
- Have the ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form.
- Ability to problem solve and think logically in dealing with standardized situations.
- Be conscientious and able to work independently (unsupervised), and stay on task.
- Be familiar in operating custodial equipment (e.g. ladders, floor buffers, carpet cleaners, etc.), and handling industrial cleaners and chemicals properly.
- Have strong customer service skills, the ability to get along with others, and provide service in a professional manner.
- Be in good physical health, with the ability to lift a minimum of 50 pounds.
- Be cooperative and show respect and courtesy to all church staff, church members, and church visitors.
- Conduct and present oneself in a manner fitting a church staff member.
- Perform cleaning and maintenance duties throughout the church each week.
- Be flexible in availability to accommodate the schedule of church activities.



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**SPECIAL CONDITIONS:** This position is classified as part-time support staff and does not include vacation, sick leave, or other benefits afforded to full-time personnel. The intent of the part-time status is to not exceed 10-12 hours per week. Social Security taxes will be withheld and matched by the church. This position reports to and is supervised by the Pastor of Burr Ridge Community Church.