

Water Street Mission Job Description Custodial Maintenance

Summary:

Ensure that all public spaces at Water Street Mission are cleaned on a regular schedule and supplies are stocked and delivered as needed.

FLSA: Full-time, Hourly, non-exempt

All Water Street Mission staff must be:

1. Willing to sign the Water Street Missions' Statement of Faith
2. A current member or regular attendee of a local church.
3. Able to fully support the core values and philosophy of ministry held by Water Street Mission

Essential Functions:

- Ensures the public restrooms and entrances are cleaned and sanitized
- Remove trash and report any maintenance issues that need attention
- Floor cleaning including vacuuming, sweeping and mopping for public spaces
- Operates various machines including buffers and carpet shampooers
- Supports the mission of Water Street Ministries by ensuring the public spaces are welcoming and clean
- Use our computer tracking system for distribution and inventory management of supplies for the entire Water Street Mission campus
- Assist with receiving deliveries and donations of materials including food, clothing and supplies into the redistribution center
- Guide volunteers who are serving in redistribution
- Assist maintenance or warehouse staff occasionally as needed
- Works in harmony with all staff modeling Christ-like character and conduct
- Ability to occasionally flex schedule to accomplish special projects

Education/Skills: Janitorial experience essential, High school diploma or GED preferred.

Preferred Skills: Ability to operate a forklift, Driver's license with good driving record, Ability to operate a small Isuzu box truck and pass a CDL Medical

Reports to: Director of Facilities

Physical Demands:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel – *continuously*
- Reach with hands and arms – *frequently*
- Stoop, kneel, or crouch - *occasionally*
- Lift and/or move up to 50 pounds – *occasionally*
- Regularly exposed to hot, wet, or humid conditions, and may work near moving mechanical parts

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Christian Life:

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.