



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Custodian</i>	EEOC Job Classification	Laborers and Helpers
		FLSA Classification	Non-exempt, part-time
Department:	Seminary Plant Operations	W/C Classification	9101 – Labor
Reports To:	Facilities Manager	Compensation	\$21.15/hour

SUMMARY

This position is responsible for maintaining the cleanliness of the TMS facilities in a manner glorifying to Christ and meeting the strategic appearance standards of the institution.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture, and dusting surfaces.
- Sweep and mop floors and vacuum carpets.
- Responsible for maintenance of bathrooms in assigned areas, including washing and sanitize toilets and sinks, as well as monitoring and restocking disposables (e.g., towels, tissue, soap, etc.).
- Perform minor maintenance to custodial equipment supplies and report major damages.
- Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices.
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm.
- Occasionally help the facilities manager with projects in the building and at the storage facility
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and University leadership.
- Ability to understand and follow safety procedures.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.

SUPERVISORY RESPONSIBILITY

- No position has no supervisory responsibility.

EDUCATION AND EXPERIENCE

- General high school degree required.
- Must successfully pass a background investigation.

PHYSICAL DEMANDS

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

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 40 pounds.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.