

St. Marcus Ministries

Job Posting

Custodian

Reports to

Director of Facilities

Position Objective

St. Marcus Church and School lives and breathes its mission, vision and core values. As the first point of contact for both preventative and troubleshooting maintenance, the Custodian collaborates with all employees, visitors and church and school families to create a clean, safe, functioning and welcoming environment. The ideal candidate has expertise in custodial duties and building maintenance. Finally, applicants must be able to provide evidence of strong work ethic and demonstrate an ability to proactively identify and independently handle building concerns.

Compensation

Seasonal hourly position with health, vision, and dental benefits available.
Hourly pay will be commensurate with experience, \$14-\$17/hour.

Work Hours

School Days: Part-time

Non-School/Non-Summer School Days: Projects & Events-based work days

Extended Evening or Weekend Hours: as needed for major events and space reservations (generally amounts to 2-5 days per month in addition to the normal schedule)

Application Process

Interested applicants should submit a completed Application for Employment (attached) to resume@stmarcus.org or drop it off in person at St. Marcus, 2215 N. Palmer Street, Milwaukee, WI 53212. If a resume and references are also available, please include with your application. Thank you!

Core Values

Christ First
Sacrificial Love
Biblical Discipleship
Radical Expectations

Mission Statement

To disciple children for Christ now and for all eternity and to train them in excellence for their roles in their family, church, community, workplace and country.

St. Marcus Ministries

RESPONSIBILITIES & DUTIES TO ACHIEVE POSITION OBJECTIVE

I. PREVENTIVE & PREDICTIVE JANITORIAL & FACILITIES MAINTENANCE DUTIES

- A. Complete daily, weekly, monthly, quarterly and annual preventative maintenance tasks, following schedule set in place by Facilities Technician (i.e. the Daily Schedule Example, shown below)
- B. Inventory management of cleaning supplies and basic maintenance tools and equipment.
- C. Prepare, be available and direct volunteers for clean-up and maintenance tasks afterwards for large groups, including but not limited to events listed in Work Hours section.
- D. Building deep cleans and appliance upkeep tasks during non-school work days.
- E. Be aware of outside organizations that use the facilities:
 1. Assist with preparation of written and verbal expectations and provide follow up inspections for keeping the building excellent.
 2. Communicate clear tasks to outside groups for before, during and after the events.
 3. Coordinate volunteers or provide direct on-site maintenance during events as requested.
 4. Restore facilities to school-ready or church-ready status by midnight, day prior to school or church.

II. CORRECTIVE JANITORIAL & FACILITIES MAINTENANCE DUTIES

- A. Throughout the day, on-call for corrective services such as restocking disposables, fixing toilet or sink clogs, removal of vandalism, safe and prompt cleanup of accidental spills or bodily fluids as a result of accidents, etc.
- B. Conduct frequent checks of surfaces and germ-prone areas, washing and sanitizing all throughout the building, especially after soiling or major traffic usage (i.e. checking bathrooms after recess and breaks)
- C. Clear away items appearing where they don't belong in public and shared spaces, gyms, conference rooms, etc.
- D. Daily problem-solving: assessing dysfunctional furniture, equipment, fixtures, flooring, painting or items hung on the walls, etc., and brainstorming and acting upon efficient and affordable solutions and minor repairs.

III. DAILY SCHEDULE EXAMPLE

- A. 6:45am* Exterior facilities upkeep: outdoor garbage emptied; outside entry doors and windows washed; clear away trash from parking lots, playground, sidewalks, landscaped areas; raking/shoveling/salting walkways (*note: shoveling/salting must be done before 6:30 a.m. on school days after heavy snowfalls).
- B. 7:00am Gym set-up for assembly and breakfast; interior upkeep checks: bleachers, under the bleachers, gym floors, cafe, atrium all in broom swept condition; large common areas acceptable for visitors; cafe/atrium counters and tables wiped down; front guest offices checked for garbage, clean floors and windows.
- C. 7:30am Direct student drop-off traffic on 1st Street or Palmer Street (coordinate with school administrators)
- D. 8:00am Interior upkeep checks continue: front desk and exterior entryway doors/windows washed daily after morning entry; garbage empty, no trash on floors or in elevators, anything falling off walls or out of order reported or handled, wipe down surfaces and sweep shared areas and meeting rooms (i.e. cafe counters, atrium tables and floors, multipurpose room and boardroom tables and floors, etc.); gymnasiums brought back to broom swept condition, including on and under the bleachers and the stage area.
- E. 10:00am preventative maintenance duties
- F. 10:30am Cafeteria and lunchtime assistance: emptying garbage, coordinating students for table and floor cleanings between service times, getting cafeteria and Wehr gym spaces and restrooms back to a "start-of-day" cleaned status.
- G. 2:00pm - 3:15pm Shared spaces cleaning (those not handled by nightly cleaning crew): sweeping, mopping, vacuuming, dusting, tidying furniture, watering plants, cabinets wiped down, microwaves cleaned, refrigerator doors and shelves wiped down. Examples of spaces: MPR kitchen, Ministry Suite

St. Marcus Ministries

space, Mission Advancement kitchen and conference rooms; Front Office back closets and small conference rooms; MPR; Boardroom; Middle School Offices.

- H. 3:15pm - 3:45pm Assist with traffic directing during student dismissal
- I. Throughout the entire day: prompt and excellent performance of tasks in Corrective section of this description.

IV. COMMUNICATION, COLLABORATION & OTHER TASKS TO ACHIEVE POSITION OBJECTIVE

- A. Keep a radio on your person at all times for urgent corrective janitorial and emergency facilities requests.
- B. Proactively check-in daily and at frequent intervals with Facilities Technician, Front Office Staff and School Administrators to offer prompt, proactive and reliable assistance within the scope of position objective.
- C. Security & Safety Expectations:
 - 1. After 8am and before leaving: ensure all necessary interior and exterior doors and windows are locked.
 - 2. Greet students appropriately, also checking hallway passes from any student without an adult.
 - 3. Never let guests in the building; or, escort any guests to a front office.
 - 4. Assist in building evacuations and emergency needs; annual CPR and First Aid certification required.
- D. Keeping in mind the Position Objective, serve in as many areas as you are able. Your servant heart and display of will and attitude serve as an example to our students and prospective church members and supporters. There may be other items requested not included on this job description in order to pursue Our Mission.