



COMMUNITY
PRESBYTERIAN CHURCH

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222 W. El Pintado Road, Danville, CA

JOB DESCRIPTION

DATE: 8/2018

JOB TITLE: Lead Custodian
DEPARTMENT: Facilities
REPORTS TO: Director of Operations
CLASSIFICATION: Non Exempt

PURPOSE/SCOPE OF JOB: The primary purpose for this position is to oversee and assist custodial, day porter and third party janitorial staff as related to meeting room setups, maintenance, and repair for CPP, SRVCA and CPC.

REPORTING REALATIONSHIPS: Director of Operations

PRIMARY DUTIES AND RESPONSIBILITIES:

- Effectively manage a team of custodians to adequately and effectively perform the work as needed
- Work closely with Director of Operations to oversee custodial or janitorial staff scheduling
- Coordinate maintenance projects as needed under the direction of the Director of Operations
- Prepare and strike meeting rooms, classrooms, and campus areas as directed
- Clean and maintain good working function of the campus
- Monitor meeting rooms and events to anticipate support needs.
- Keep Director of Operations informed of issues concerning staff, the physical campus and event scheduling
- Complete work orders as requested and in a timely manner, managing the custodial team accordingly.
- Secure rooms not in use by locking doors and windows
- Work effectively with CPC staff, volunteers and congregants using courtesy, patience and discretion at all times



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SECONDARY JOB RESPONSIBILITIES:

- Follow procedures described in the Human Resource Policy & Procedures Handbook
- Demonstrate work behavior consistent with the CPC Leadership Commitments
- Be unified in purpose. Work effectively with others and in teams.
- Keep leadership informed of issues that may impact CPC's abilities to meet it's strategic goals.
- Perform all duties to meet time and program requirements
- Perform other duties, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively manage teams in order to accomplish strategic objectives.
- Ability to perform basic maintenance such as painting, electrical, plumbing, general construction, etc. and to train others in those skills as needed.
- Proficient in using desktops and mobile devices with reasonable computing skills (email/digital timekeeping/MS Suite/etc.) and ability to use our facilities ticketing software platform
- Ability to meet physical requirements such as climbing a ladder or balancing on a ladder, stooping, kneeling, crouching or crawling, standing, walking, hearing, frequently lift or move up to 50 pounds, peripheral vision and depth perception.
- While performing this job the employee may be exposed to wet conditions, moving mechanical parts, electrical connections, climbing to high places, chemicals used in cleaning and maintenance and outside weather conditions.
- Communication and interpersonal skills, with staff, congregants and visitors is essential.
- Ability to follow instructions furnished in oral, written or diagram form.
- Ability to read and interpret documents such as safety rules, operations instructions and the Event Setup Worksheet.

Send interest to: Director of Operations // Isaac@cpcdanville.org