



**Job Title:**

Custodian

**Job Description**

To provide a clean and safe environment that supports quality learning and spiritual development at Cinco Baptist Church and Cinco Christian School.

**Work Days & Hours**

10:00am – 6:00pm

**Summary of Duties**

1. Maintain a neat and professional appearance at all times.
2. Be courteous and professional in dealing with others.
3. Ability to read and understand instructions for cleaning and safety procedures.
4. Ensure that all areas of the campus are maintained and clean to ensure the comfort, health, and safety of students and staff.
5. Ensure all equipment is cleaned and properly stored after use.
6. Communicate with the church and school office regarding facilities calendar of events and provide custodial support.
7. Responsible for efficiently cleaning the assigned areas within the allotted time (10am-6pm).
8. Responsible for reporting any observed safety hazards to the church ministry assistant.
9. Ensure all buildings and gates are locked and secured every evening before leaving.

**Qualifications**

1. A Christian and an active member of a local Evangelical church.
2. Be consistent and reliable.
3. Sign a declaration of ethical and moral integrity.
4. Ability to pass a level 2 state and federal background check.
5. Knowledge of cleaning/sanitation procedures and use of cleaning equipment
6. Ability to plan and organize

**Salary & Benefits**

1. *Hourly Rate (\$15 - \$20 an hour)*– Based on experience.
2. *Sick/Personal Days* – 12 month employees earn 56 hours of sick leave per annual year and accumulate up to a maximum of 48 hours to roll over to the next year.
3. *Tuition Discount* – Full-time employees receive 50% tuition reduction for their children.
4. *Health Insurance* – Full-time employees qualify to participate in a group insurance plan
5. *Retirement* – Full-time employees qualify to participate in our group 403B retirement option.