



3350 Baldwin Street  
Hudsonville, MI 49426  
616-662-8801

[www.chapel-pointe.org](http://www.chapel-pointe.org)

<u>Job Title:</u>	Custodian / Lead Custodian
<u>Pay Type/Grade:</u>	\$14.00 – \$17.00 (Based on knowledge, experience, and leadership)
<u>Benefits:</u>	Paid vacation and holidays, retirement contributions after 1 year on staff & ability to access the church's Employee Assistance Program
<u>Shift:</u>	1 <sup>st</sup> Shift, 32 – 36 hours per week, Monday – Friday; occasional evenings & weekends
<u>Location:</u>	Hudsonville, MI
<u>Reports to:</u>	Facility Manager

### **Purpose**

To provide custodial services to an active and growing church. The Custodian / Lead Custodian is responsible for general cleaning in all areas of the facility and be able to perform work at a rate consistent with recognized industry standards. Specific knowledge in areas such as cleaning/sanitizing children's toys, carpet extraction and hard surface floor care is helpful. The Custodian / Lead Custodian must be able to act independently & possess excellent customer service skills. This position will need to be able to use a computer.

### **Education & Experience**

- High School diploma or GED equivalent
- 3 – 5 years of experience in custodial operations
- Valid Michigan driver's license
- *The Lead Custodian requires 1 – 3 years of experience leading others*

### **Responsibilities**

- Room change over (table/chair set ups)
- Receive and label custodial supplies
- Assists with snow removal at the building entrances
- Able to move, carry, push/pull or lift up to 50 pounds; stand, walk, bend, climb up to 8 hours daily
- Identify and communicate in writing to the Facility Manager required maintenance and repairs outside the scope of custodial responsibilities
- Perform related duties and special assignments as required by the Facility Manager
- *Basic maintenance skills a plus*

### **Other Requirements**

- Positive attitude, good work ethic, and works well in a team environment with minimal supervision
- Ability to make decisions, act independently, exercise a high degree of initiative, and communicate effectively with staff, members, and guests
- Submit to a background check and a pre-employment drug screen

### **To Apply**

Email a copy of your resume & three references to Steve at [snichols@chapel-pointe.org](mailto:snichols@chapel-pointe.org)