



**Job Title:**

**Custodian**

Our mission is to help our children grow in wisdom (offering tutoring opportunities for academic success) and stature (feeding proper nutrition with snacks/meals and wellness activities) and in favor with God (sharing the gospel of Jesus Christ) and man (instilling young men and women with Godly character).

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### **Basic Function**

Under the general direction of the Director of Administration, and with guidance from the Executive Director and Director of Operations, this position is responsible for the cleanliness of the Coalition building and facilities.

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### **Duties and Responsibilities**

- Set a positive Christian example in words, actions, attitudes, and relationships.
  - Build positive relationships with others as a representative of the Coalition.
  - Provide custodial services to the C4K building, including:
    - Cleaning floors
    - Emptying trash
    - Dusting surfaces
    - Disinfecting handles, knobs, and water fountains
    - Cleaning windows
    - Cleaning restrooms
    - Sweeping/Mopping
    - Other custodial tasks to maintain a clean and sanitized facility
  - Maintain and organize cleaning supplies; replenish and order as needed.
  - Use equipment and chemicals properly and safely, including the ability to read labels, SDS sheets, and instructions.
  - Report facility issues that require repair or replacement to the Director of Administration.
  - Access facility software to learn and report on cleaning needs.
  - Perform additional duties as assigned or requested by staff.
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## **Knowledge Of**

- Proper storage and handling of cleaning chemicals
  - Standards for building sanitation and cleanliness
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## **Ability To**

- Establish and maintain effective working relationships with staff
  - Learn basic first aid and safety procedures
  - Communicate clearly in oral and written form
  - Physically perform custodial tasks as required
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## **Education and Experience**

- High school diploma or equivalent
  - 6–12 months of experience cleaning in a business or commercial environment
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## **Working Conditions**

This is a full-time position that may require a flexible schedule to complete certain tasks when the building is not staffed.

### **Physical demands include:**

Dexterity of hands and fingers, bending at the waist, kneeling, crouching, lifting to 60 lbs., standing for up to an hour, walking several miles per day, and reaching overhead and horizontally to retrieve supplies. Must maintain physical and mental alertness and a sufficient level of energy to perform essential job functions.

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## **Employment Statement**

Employment with Coalition For Kids is “at-will,” meaning either the employee or the employer may end the employment relationship at any time, with or without cause or notice. This job description does not imply a contract, and “at-will” status may not be changed unless acknowledged in writing by the Executive Director.

## **Acknowledgement**

I understand and agree to perform the job duties described above. I understand that if I require accommodation, I will immediately discuss this with the Director of Human Resources. My signature constitutes understanding of the requirements, essential functions, and duties of the position.

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Print Name

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Signature of Employee

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Date

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Director of Administration Signature

\_\_\_\_\_  
Date