

## POSITION DESCRIPTION

### TITLE: OCM - Custodian

#### Overview

The Custodian of Oversea Chinese Mission (OCM) will be responsible for all cleaning maintenance of the building at 154 Hester Street. This position is to support the ministry of OCM by providing clean and safe space with the proper furniture and equipment. The custodian is a vital part of the OCM ministry team and is a person who has a heart to use their skills to be a part of fulfilling the ministries of OCM.

#### General Expectations

- Is a spiritual example of a disciple of Jesus Christ
- Spends consistent time daily in prayer and study of the Word of God
- Participates in the ministries of OCM
- Is capable of lifting 75 lbs.
- Is prepared to work flexible hours to meet the ministry needs of OCM
- Is physically capable to perform all cleaning functions necessary to maintain the building.
- Is able to direct a volunteer work force as needed
- Is willing to attend all classes and training as required by the DOB of NYC as well as OCM
- Will be a person of integrity concerned with following the rules and guidelines of the City of NYC and the OCM leadership
- Attends all staff meetings and retreats, as directed
- Will view this position as a ministry serving our Lord

#### General Responsibilities

- **Cleaning Maintenance**

The Custodian will be the responsible for all cleaning maintenance which will include all public assembly space, meeting rooms, restrooms, stairways, and any other space which is exists in the building that requires regular cleaning.

- Will prepare a schedule of regular cleaning maintenance and perform that maintenance to ensure that the facility is sanitary, safe, and prepared for regular ministry use. The schedule will need to be coordinated with all ministry needs of OCM and will need to be revised as needed to support the OCM ministry.
- Will follow a high standard of cleaning as required by the leadership of OCM.
- Will seek opportunities for training that will improve skills and knowledge in the area of cleaning maintenance.
- Will maintain proper inventory of all cleaning supplies and equipment and will coordinate ordering of these materials with the church secretary always seeking to purchase materials at the lowest price with the highest quality.
- Will ensure that all materials and equipment are properly stored in an organized manner in spaces provided by the leadership of OCM.
- Will manage volunteers as needed to assist in the cleaning of the facility which will include proper supervision, training and enforcement of safety standard required by the City of NYC and the OCM leadership.

- **Ministry Support**

The Custodian will provide ministry support for the OCM ministry by ensuring that space is accessible and necessary furniture and equipment has been provided coordinating with the OCM ministry team.

- Will ensure that any space that is needed will be sanitary and safe prior to the scheduled event. If any unsafe or unsanitary conditions exist will seek to provide alternate space to ensure the ministry is not interrupted.
- Will ensure that all doors are open at the proper times and that doors are properly secured after the ministry use.
- Will ensure that proper furniture is provided which is safe and sanitary in time for all scheduled events.
- Will ensure that required equipment needed is in place for the scheduled events.
- Will ensure that proper cleaning supplies are available for volunteers to clean after use as directed by the OCM leadership to the various ministry groups.

- **Facility Management Support**

The Custodian will assist the Facility Manager in the operation and maintenance of equipment for the building as well as assisting in larger projects such as repairs of OCM facility and equipment.

- Will work closely with the Facility Manager in understanding and the functions and maintenance of building equipment such as HVAC equipment, generator, elevators, water pumps, gas pump, and heating systems.
- Will be the support person for maintenance of the above systems when the facility manager is not available.
- Will attend any needed training or classes necessary to receive proper certification for the above systems.
- Will receive the proper training to be the assistant fire warden.
- Will communicate with the Facility Manager concerning all repairs needed in the building and will assist in those repairs as needed.

## **COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.