



Topeka Rescue Mission Ministry Position Description

Position Title: Facilities Staff Custodian
Location: Main Shelter and Various Other Locations
Reports to: Director of Facilities & Security
Date: May 2021

SUMMARY OF RESPONSIBILITIES:

This ministry position is an integral part of the Maintenance Team which is responsible for proper maintenance and cleaning of all Topeka Rescue Mission (TRM) facilities. This individual will maintain TRM facilities through the use equipment and tools correctly and safely within the buildings and grounds owned by TRM. This individual will:

- work with and communicate with every member of the team
- do a large variety of tasks and respond to all requests for assistance
- have an attitude of service and patience towards TRM guests

Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Help with basic custodial and janitorial duties as needed. This includes:
 - Sweeping, vacuuming and mopping floors
 - Scrubbing fixtures and walls
 - Emptying trash
 - Stocking toilet paper, soap, sanitizer and other hygiene products throughout all assigned buildings
 - Cleaning toilets, urinals, sinks and showers
 - Other miscellaneous custodial duties
 - Clean and treat rooms and beds after guests leave TRM
- Run floor equipment: auto-scrubbers, buffers and other machines
- Help with stripping and waxing tile as requested
- Help with snow removal and spreading ice melt around shelters during winter
- Communicate with supervisor about any work that requires outside expert assistance
- Clean and maintain tools and equipment
- Maintain safety procedures at all times and comply with access control regulations

EDUCATION AND EXPERIENCE:

- High school diploma/GED preferred
- 2+ years' custodial experience preferred

SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to work evenings, weekends and holidays as assigned
- Ability to communicate effectively and appropriately with all levels of staff and guests
- Good interpersonal skills to be able to get along with fellow team members, guests, volunteers and staff of the organization
- Knowledge of standard cleaning methods and procedures
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
- Background in handling, mixing, and using cleaning chemicals
- Knowledge of occupational hazards safety rules
- Ability to lift heavy objects, climb ladders and work at particular heights

LICENSES AND CERTIFICATIONS:

- Valid KS driver's license preferred

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Must have the ability to climb heights, lift up to 50 lbs. and climb ladders
- Must have the ability to stand, walk, and bend for many hours
- Must have the ability to work outdoors in both times of heat and cold.