



Job Description Custodian

Mission Statement: Motivated by the love of Christ, we promote abundant life by providing holistic services to women and men affected by unplanned pregnancy.

Position Title: Custodian

Position type: Staff (part-time, hourly)

Department: Operations

Reports to: Operations manager

Basic Function: The custodian is responsible for the regular cleaning of Alpha Grand Rapids' Women's and Men's centers, ensuring a clean and facility for staff, clients, volunteers and guests. Performs common cleaning duties such as cleaning restrooms, emptying trash and recycling, vacuuming and sweeping floors, and wiping down surfaces.

Key Responsibilities:

Custodial

- Daily disposing of trash and recycling from all bins and containers
- Performs daily general vacuuming, sweeping, scrubbing and mopping of all floors
- Daily cleaning restrooms including scrubbing sinks and toilets
- Daily cleaning and dusting surfaces including counters, desks and tables
- Assist with setting up rooms for large meetings
- Perform minor repairs and maintenance as necessary
- Light cleaning outside such as picking up trash, weeding, minor repairs
- Report needed repairs and concerns to Operations Manager
- Act as secondary person for receiving donations
- Assist Material Resources Dept with sorting as time allows

Qualifications:

- Physically able to reach, stretch, bend and walk while performing duties.
- Ability to lift to 50 lbs. up to several times per day
- Ability to follow verbal and written directions

Skills and Abilities:

- Ability to clean with a high attention to detail
- Ability to manage time effectively and work independently

Essential Requirements:

- Belief in the sanctity of human life and demonstrated emotional and spiritual maturity.
- Committed Christian attending a local church in full agreement with AGR's values.
- Respect for diversity and confidentiality.
- Refer to AGR Employee Handbook for guidelines.

Time: The custodian's schedule will be Monday-Friday from 7am-11 am. Monthly staff meetings are required (Friday from 8:30-10:00). Operations Team meetings are required (monthly, scheduled during normal work hours).

Application Process

If interested, please email, or mail a resume and cover letter to:

hr@alphagrandrapids.org

Attn: Paul Curtis
Alpha Grand Rapids
1725 Division Ave S
Grand Rapids, MI 49507

For questions, please call 616.459.9955.
Minorities and persons with disabilities are encouraged to apply.