

Riverview Central Support Custodian

Primary Area of Focus - Riverview Facilities

Updated -

Employee Name - Open

Rules of Engagement

- *Reports to the Director of Facilities*
- *Skills specific to the position: High attention to detail, tenacity through repetitive tasks, good communication skills, basic maintenance skills, and the ability to work independently across multiple venues.*
- *Willing to serve: Riverview Church and the Greater Lansing Community*

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<p>1. Facility Cleaning & Readiness</p>	<ul style="list-style-type: none"> • Facilities are consistently clean, orderly, and ready for use during the week. • Baseline weekly facility cleaning and reset work is completed on a rotational basis across all venues. • The Central Support Custodian works alongside Venue Custodians to ensure baseline cleaning and reset needs are met, allowing Venue Custodians to focus on periodic or deeper-level custodial tasks. • Custodial coverage remains intact during staff absences or open positions, without disruption to facility readiness. 	<ul style="list-style-type: none"> • Perform baseline weekly custodial cleaning and facility reset tasks as scheduled, in accordance with established custodial standards. • Rotate between Riverview-owned venues on a roughly weekly cadence as directed by the Facilities Director. • Coordinate day-to-day custodial work with Venue Custodians while assigned to a given venue. • Complete assigned cleaning and reset tasks to maintain facility readiness during the week. • Provide custodial coverage during staff absences or open positions as directed. • Communicate completion of baseline cleaning work and any noted issues through established channels.
<p>2. Event Support & Coverage</p>	<ul style="list-style-type: none"> • Facilities are clean, set up prior to events, and restored to readiness following events and services. • Event- and service-related custodial needs are reliably met throughout the week. • Post-service facility resets occur late Saturday evening, overnight, or early Sunday morning, as scheduled. • Facility operations are supported during periods of increased demand. 	<ul style="list-style-type: none"> • Assist with custodial setup and preparation prior to services and events as needed. • Perform post-event and post-service cleaning, teardown, and facility reset tasks. • Participate in a shared rotation to provide availability for weekend facility reset coverage, typically occurring approximately once per month and adjusted as needed based on operational demand. • Adjust work hours and focus as needed to support services, events, and periods of increased demand. • Coordinate event-related custodial needs with staff, volunteers, Venue Custodians, and the Facilities Director.

RIVERVIEW CHURCH MINISTRY ACTION PLAN

<p>3. Facility Condition Awareness & Communication</p>	<ul style="list-style-type: none"> • Custodial and facility conditions are consistently observed and communicated through appropriate channels. • Emerging custodial or maintenance needs are identified early and reported to the Facilities Director or appropriate team members. • Facility concerns raised by staff, congregants, or outside groups are acknowledged and directed appropriately. • Observations related to custodial practices or facility conditions across Riverview-owned venues are communicated to the Facilities Director as appropriate. 	<ul style="list-style-type: none"> • Observe custodial and facility conditions while working across venues. • Identify and communicate custodial or maintenance needs through appropriate channels. • Respond professionally to facility-related questions or concerns from staff, congregants, or outside groups and direct them appropriately. • Communicate cross-venue observations related to custodial practices or facility conditions to the Facilities Director as appropriate.
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GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)