

Overview

We're excited to welcome a part-time Custodian (Evening/Night Shift) to our team! This position supports the facility systems and functions that are critical to serving families, students, and missionaries in a multi-divisional structure.

Located in beautiful Fairhaven, Hillcrest Chapel is a Christian non-profit, 501(c)(3) organization composed of over 70 employees and three divisions: Hillcrest Church, University Christian Ministries (UCM), and Hillcrest Kids Early Learning.

Please visit each division's website for more information.



Hillcrest Church
<http://www.hcbellingham.com/>



University Christian Ministries
<https://www.ccfministry.com/>



Hillcrest Kids Early Learning
<https://www.hillcrestkids.com/>

Position Offerings

Title: Custodian

Available: Friday, October 15, 2021

Schedule: Part-time, 20 hours/week, Saturday through Wednesday as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00pm to 11:30pm	7:30pm to 11:00pm	7:30pm to 11:00pm	7:30pm to 11:00pm	Off Work	Off Work	7:00pm to 12:00am

Reports to: Facilities Director

Pay: Hourly, non-exempt, starting at \$14.50/hour

Benefits:

- > **Paid leave:** Includes vacation accruing ten days/year (increases to 15 days after three years worked) and sick accruing one hour for every 20 hours worked (which is double WA state minimum requirement).
- > **Retirement:** Participation through an established pension plan.
- > **Atmosphere:** Caring team that appreciates each individual's unique gifts.

Position Duties

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels.
- Ensures proper care in the use and maintenance of equipment and supplies
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
- Other limited duties as directed by the Facilities Director to maintain continuous coverage and support within the Facilities Department.

Knowledge, Skills and Abilities Required

Candidates must meet all of the requirements listed below:

- Physical ability to:
 - Stand and move around for entirety of each shift;
 - Bend, stoop, kneel, and crouch;
 - Lift up to 70 pounds unassisted;
 - Carry up to 30 pounds on back unassisted;
 - Operate power equipment and use extension cords safely.
- Maintain a self-set pace, completing all period cleaning assignments.
- Display an inherent attention to detail.
- Apply proper sanitary and cleanliness procedures, as instructed.
- Be trustworthy and attentive to the working environment.
- Communicate effectively with supervisor and co-workers.
- Develop through training, feedback and constructive criticism.

Conditions of Employment

- Provide proof of COVID-19 vaccination.
- Complete a pre-employment background check.
- Recognize and honor Christian values of the organization.
This position is not exclusive to those who consider themselves a Christian or have any other religious affiliation.

Application Instructions

When: Applications will be accepted no later than Friday, October 1, 2021. *If you are applying after the 1st, please first contact our main office and inquire about the position's status. We may extend the deadline and grant exceptions.*

What: Applications must include the following items in their e-mailed application submission (PDF format preferred):
> **Cover letter:** explain (at minimum) why you are attracted to the position and how you meet the minimum requirements.
> **Resume:** summarizing (at minimum) work and volunteer experience.
Note: References will not be requested until after interview.

How: E-mail your completed application to samantha.r@hcbellingham.com.
She will reply and confirm that your application has been received. Do not submit applications through post mail or deliver in person.

Contact our main office by phone if you have any questions – 360-733-8400.