



Board of Directors

TEEN F.L.O.W POSITION DESCRIPTION

Jay Marquez  
*President*

**Job Title:** Custodial Maintenance

**Reports To:** Executive Director

Chas Perry  
*Vice President*

**Basic Function:** The Custodial Maintenance position is responsible for custodial care of building, furniture and equipment at Teen F.L.O.W. building. This includes, but not limited to, cleaning, sanitizing, restocking, reporting damages and assisting in preparing any events with Teen F.L.O.W. Team.

Ashley Grimes  
*Treasurer*

**Qualifications:** The ideal candidate will have the following: A minimum of a GED/High School diploma; Previous experience as a custodian, janitor or similar role. Able to pass a criminal background check.

Claudia Loucks  
*Secretary*

Gary Gray

**Schedule:** This is a part-time position. The expected work hours are Monday through Friday, 8:30 AM-12:30 PM.

David Grosse

**Supervision Received:** General supervision is provided by Executive Director.

Ken Hankins, Jr.

**Physical Requirements:** Physical strength/endurance to enable him/her to perform/ participate in the following activities:

Rodger Horton

- Physically able to lift various materials up to 50 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch, and reach continuously.

Shauna Madden

- While performing required job tasks, physically able to remain standing/moving the majority of the time.

Edwin Sanchez

**General Responsibilities:**

Orlando Rule

- Basic knowledge of use and maintenance of cleaning equipment
- Basic knowledge of safe disposal of chemicals, liquids, etc.
- Basic knowledge of safe work habits
- Upkeep of building landscape
- Upkeep of building functions:

Alexandra Lozoya

- Lights
- Air Filters
- Cleaning gym (mopping)
- Dust and sweep
- Vacuum
- Bathrooms

**Expectations:** The incumbent is expected to have or posses:

- Striving to exalt our Heavenly Father in the highest, and make it be known to everyone that He is worthy of all praise.
- Ability to work effectively, decisively and flexible

- Self-motivated and detail oriented
- Ability to accept supervision, assignments, change and correction.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Carry out all responsibilities and objectives in a professional manner
- Accept and render constructive criticism in a professional manner.
- Adhere to Teen F.L.O.W's vision, goals, schedules, Statement of Faith, and Mission Statement.
- Adhere to the policies/procedures and Bylaws established by Teen F.L.O.W., Board of Directors, Non-Profit Corporation Act, and the Articles of Incorporation, and 501 C3 requirements.

***Additional miscellaneous duties/responsibilities will be assigned as needed.***

"Whatever you do, do your work heartily, as for the Lord rather than for men" Colossians 3:23

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.*

Employee (Print Name): \_\_\_\_\_ Date: \_\_\_\_\_

Employee (Signature): \_\_\_\_\_ Date: \_\_\_\_\_