

## Church Custodian

**Overview:** *The Church Custodian will ensure that all publicly accessible areas of the church are thoroughly cleaned and ready for other staff members and the congregation to use. The Church Custodian reports to the Facilities Manager.*

**Current Position Status:** Part time – Hourly – 15 hours per week

### Focus, Time Distribution and Specific duties:

#### Cleaning Church Ministry Areas – 80%

- Maintaining clean church facilities by performing weekly and monthly duties in all public areas of the building, including bathrooms, worship center, kitchens, meeting rooms and offices.
- This will include duties such as but not limited to sweeping, mopping, buffing, and cleaning floors and entryways; dusting furniture and equipment; washing walls and windows; vacuuming carpets; emptying trash; keeping necessary items stocked.
- Observing proper chemical handling and safety procedures when working with cleaning agents and following written or verbal instructions.
- Interacting with church staff and visitors in a respectful, positive manner.

#### Other Custodial Duties – 20%

- Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished.
- Assisting with event preparations and clean-up as needed
- All other duties as assigned

**Benchmarks:** All areas in church are clean and ready for use by staff and congregation; observing proper procedures and standards for use of chemicals and cleaning; Show up on time, work hard and extremely conscientious about the cleanliness of the facilities.

#### Basic Qualifications:

- High School Diploma or equivalent
- At least one year of experience in custodial duties, preferably in a church/similar setting
- Understanding of cleaning techniques, use of equipment and safety procedures
- Have the ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form
- Ability to follow cleaning schedule and complete tasks as described and on time
- Motivation and ability to work independently or with others
- Be in good physical health (ability to transfer weight up to fifty (50) pounds; ability to climb and work from ladders; ability to stand, walk, sit, stoop, kneel)
- Pass a pre-employment background check and drug screening

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