

PART-TIME CUSTODIAN
Job Description

DIRECT REPORT TO: *Facilities Director*

COORDINATE WITH: *Facilities Team*

DIRECT REPORTS: *None*

HOURS PER WEEK: *Maximum of 25 hours weekly*

ROLE OVERVIEW: The role of Custodian provides support in the areas of: 1) Cleaning and 2) Event Preparation. By maintaining the church building, the Custodian will give a positive impression of College Church and glorify God by providing a clean, orderly place to worship and congregate. The Custodian should represent Christ and the church with courtesy, friendliness, and positivity.

The Custodian should work well in a team environment with the Facilities Team, College Church Staff, and lay leadership. A willingness to contribute time and effort helping other staff members and openness to taking on new responsibilities, as needed, should be demonstrated. The Custodian should also be amenable to suggestions for increased efficiency and demonstrate a teachable spirit.

RESPONSIBILITIES:

1. Cleaning Duties

- a. Possess an understanding of and use proper cleaning methods.
- b. Proactively and efficiently ensure that all publicly accessible areas of the church are clean and ready for staff members and the congregation to use.
- c. Daily tasks will include but are not limited to: take out the trash, straighten hymnals and restock pew racks, change light bulbs, vacuum, sweep, scrub floors, clean and sanitize surfaces (water fountains, toilets, etc.), Clean up after accidents as needed, and restock items such as toilet paper, paper towels, and other supplies.
- d. Be knowledgeable about and use proper chemical handling and cleaning techniques, including wearing gloves, goggles, or masks.
- e. Follow written and verbal instructions.
- f. Maintain Facilities Team equipment such as vacuum cleaners.
- g. Open and Lock up building when needed.

2. Event Preparation

- a. Assist with event preparations.
- b. Clean up after events.
- c. Set up tables and chairs in proper configuration for events.
- d. Interact with church staff and visitors in a respectful, positive manner.

The roles and responsibilities of this position are subject to change to better align with the evolving needs of College Church, the staff, and the church office. This may result in the addition of new responsibilities or the deletion of current responsibilities.

REQUIREMENTS:

1. High School diploma or equivalent.
2. Custodial experience or training may be required.
3. Understanding of cleaning techniques and safety procedures.
4. Ability to lift and carry 50 lbs.

