

Job Title: Custodian
Reports to: Senior Director of Community Ministry & Operations
Classification: Non-Exempt
Status: Full-Time Employee

SUMMARY

The Custodian maintains a clean working environment for all staff and visitors, ensuring all areas are safe. This position requires thoroughness and time management.

ESSENTIAL FUNCTIONS

- Performs routine maintenance on building interior and exterior
- Contacts and schedules necessary building repairs and emergencies that are outside the scope of routine maintenance
- Maintains maintenance schedule (e.g., when maintenance has been performed and when next service is due)
- Reads, understands, executes room set-ups and teardowns for events scheduled on the church calendar system
- Cleans, disinfects, and sanitizes restrooms
- Cleans, mops, washes, buffs, and vacuums floors
- Empties trash
- Maintains outside walk areas, including sweeping debris and washing walkways
- Cleans and polishes fixtures
- Removes recycling materials
- Tracks and orders maintenance supplies
- Cleans windows
- Dusts and vacuums furniture
- Works in a safe manner and recognizes unsafe situations; takes appropriate action to ensure safety
- Performs other relevant duties as assigned

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High school diploma or equivalent
- Basic knowledge of cleaning methods, equipment, and computer skills
- Good time management skills
- Ability to follow directions with minimal oversight
- Knowledge of basic hand tools use
- Valid driver's license

TIME COMMITMENT

- 40 hours per week (Saturday-Thursday)
- Custodians are considered essential personnel for weather-related tasks, e.g., snow removal

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

- Bending, lifting, and prolonged standing
- Repetitive movements
- Frequent lifting of over 50 pounds

WORK ENVIRONMENT

Job performed inside and outside – working around staff, guests, and children. This role uses equipment such as tools, computers, phones, walkie-talkies, etc.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee _____ Date _____