

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

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## 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 in cooperation with coach
- 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
- Uses computer systems for event scheduling, checking and responding to emails, and maintaining communication with staff
- Utilizes the payroll/timekeeping system to record and submit work hours accurately
- Uses designated computer applications for credit receipt reconciliation and related administrative tasks
- 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 facility-related needs
- Ability to proficiently use computer systems for scheduling, communication, timekeeping, and reconciliation tasks
- Good time management skills
- Ability to follow directions with minimal oversight and attention to details
- Knowledge of basic hand tools use and safety principles
- 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\_\_\_\_\_