

Custodian (641 Church)

Hours: 20–25 hours per week

Daily shifts are typically 4–5 hours. Some flexibility is available when creating your schedule; however, once established, the schedule should remain consistent.

Position Summary

The Custodian is responsible for maintaining a clean, safe, and welcoming environment across all church buildings. This role supports weekly services, events, and daily ministry by ensuring facilities are clean, stocked, and ready for use. The ideal candidate is dependable, detail-oriented, self-motivated, and able to manage a consistent weekly cleaning routine.

Key Responsibilities

Facility Cleaning & Maintenance

- Clean and maintain restrooms, classrooms, hallways, foyers, offices, and ministry spaces (typically twice weekly).
- Sweep, vacuum, and mop floors; use scrubber machine as appropriate.
- Clean sinks, toilets, counters, furniture, and shared surfaces.
- Clean interior and exterior windows, doors, and handles.
- Address spills, smudges, and wall marks as needed.
- Empty trash and replace liners throughout the building.

Kitchen & Hospitality Areas

- Clean coffee makers, dispensers, counters, cabinets, appliances, sinks, and refrigerator.
- Dispose of expired or open food and drinks.
- Restock coffee and hospitality supplies as needed.
- Sweep, mop, and maintain cleanliness of all kitchen areas.

Counseling Rooms & Special Areas

- Clean and maintain counseling rooms weekly (trash, vacuum, surfaces, windows).
- Keep refrigerators stocked with designated drinks.
- Coordinate drink ordering and pickup as needed.

Laundry (Weekly / As Needed)

- Wash, dry, fold, and hang baptistry clothing, towels, tablecloths, and baptism apparel.
- Return items neatly organized to designated areas.

Event & Service Support

- Ensure all areas are clean and ready before Wednesday night and Sunday services.
 - Assist with setup and cleanup for Lord's Supper and special events.
 - Support occasional deep-cleaning projects (walls, baseboards, lights, etc.).
-

Expectations

- Maintain a consistently clean, organized, and welcoming environment.
- Complete all assigned tasks on schedule and before services.
- Work independently, manage time well, and take initiative.
- Address cleaning needs as they arise—if something needs attention, take care of it.