

Part-Time Custodian Job Description

Overview

The church custodian is responsible for keeping the church clean and tidy between events, services, and various church activities and ministries. With a busy facility like ours, this is an endless task that largely goes unnoticed by many who use the facility. The Pastor and Elders of Grace Baptist recognize the enormity of this job, and appreciate the hard work required to fulfill the job description.

General Personal & Spiritual Qualifications

- Profess personal faith in Jesus Christ.
- Model biblical integrity in all things.
- Model biblical community in relationships as described in the “one another” commands in Scripture.*
- Be in full agreement with the Doctrinal Statement, Church Covenant, and Purpose Statement of Grace Baptist Church.

Job Specific Qualifications

- Must have a cheerful and positive attitude and be willing to help in all things.
- Must be self-directed and able to complete all custodial duties with little to no supervision.
- Must be flexible and willing to adapt to varying ministries schedules and level of work required from week to week.
- Must have knowledge of different cleaning techniques, including stain removal, disinfecting, waxing, and more.
- Must be proactive, attending to messes and problems before they are brought up or requested.
- Must be honest and trustworthy as he or she will have access to secured areas of the church.
- Must have some knowledge of simple plumbing, electrical and general repair work on large facilities.
- Must be skilled in organizing, coordinating and planning work schedule and prioritizing projects.
- Must be able to troubleshoot problems with basic equipment.
- Work is completed in and around the church, part time and as needed.
- Must be able to spend several hours standing, walking, reaching, and bending over.
- Must be able to lift up to 30 pounds.
- Must be willing to work Saturday mornings, to get the church cleaned and ready for Sunday Services.

Primary Job Responsibilities

- Clean the entire building, using a specific written schedule, based on ministries and activities taking place during the week. (This schedule may change, or be altered, depending on the time of year.)

58690 Ross Rd. • Warren, OR 97053

503.397.0405 • Fax: 503.397.0855

office@gracebaptistcc.com

www.gracebaptistcc.com

- Clean windows on a regular, agree upon schedule.
- Clean Family Center floor weekly (with hard-surface floor cleaner). Vacuum carpeted areas weekly, and deep-clean carpeted areas at least annually.
- Empty the wastebaskets and any other debris in communal areas.
- Maintains the cleanliness of the kitchen, daily and after events. Throws out any expired food that is left behind in cabinets or refrigerators.
- Sets up rooms for meetings, events, or conferences, including stacking chairs, making tables available.
- Tears down, cleans, and resets rooms after meetings, events, or conferences. Grace ministries may help with that tear down if previously agreed to.
- Scrubs restrooms, per cleaning schedule, and spot cleans every day.
- Keeps all restrooms stocked with toilet paper, paper towels, and soap.
- Tells the Office Manager when custodial supplies need to be ordered.
- Maintains 3 custodial closets: Ministries Custodial Closet, Main Custodian's Closet, and Custodial Closet behind office. Keeps them stocked with cleaning supplies, paper products, and cleaning equipment.
- Replaces broken or burned out light fixtures as needed.
- Addresses simple plumbing, electrical, or other repair work as needed, and calls in help when the task is too difficult.
- Oversee special cleaning projects by volunteers.
- Checks the Master Calendar daily.

Accountability

- Reports directly to the Lead Pastor, works closely with the Properties/Facilities Elder, and is ultimately accountable to the Elder Council.
- Performance evaluations are to be given in person on an annual basis, and are completed by the Lead Pastor and reviewed by the Elder Council in advance.

Hours/Compensation/Benefits

- Starting wage for this part-time position is \$15 per hour.
- This part-time role is budgeted for 4 hours per day, 5 days per week (Saturday is a required work day).

***The Biblical 'One Anothers'**

Love one another. Encourage one another. Build up one another. Serve one another. Honor one another. Speak the truth to one another. Be patient and compassionate with one another. Be kind to one another. Forgive one another. Submit to one