

FACILITIES CUSTODIAN POSITION DESCRIPTION GRACE CHURCH

Name:

Reports to: Facilities Director

Date:

PURPOSE OF MINISTRY: To provide custodial services in an effort to provide a safe, clean, and inviting environment for all ministries and users of the church facility.

Requirements:

1. Attention to detail, a critical eye is needed to assess potentially unsafe, unsanitary conditions.
2. Ability to create new methods/practices to better facilitate purpose in coordination with Facility Director.
3. Understanding of custodial supplies and their uses.
4. Hands-on working environment. The custodian must be able to perform all tasks assigned to him/her.

Responsibilities:

1. Oversight and involvement in daily custodial duties.
2. Fostering of quality working relationships through communication with custodial staff and church staff.
3. Communication with Facility Director:
 - a. Items needing maintenance attention.
 - b. Needs of custodial staff including vacation time, health concerns, and work efficiency.
 - c. Any difficulties in completing the purpose efficiently and effectively.
4. Communication of janitorial supply needs with the Facility Director.
Re-stocking/cleaning of janitorial cart at beginning and end of shift.
5. Other custodial duties as assigned by Facility Director.
6. Ability to lift 50 lbs.

SPIRITUAL RESPONSIBILITIES:

- Supports the mission, values, vision, and strategy of Grace Church and Operations.

TIME COMMITMENT:

This is a part-time position.

Employee Signature

Date

Supervisor Signature

Date