

FACILITIES CUSTODIAN POSITION DESCRIPTION GRACE CHURCH

Reports to: Director of Ministry Operations

Date: 6/9/2023

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 Director of Ministry Operations.
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 including completion of weekly and monthly cleaning requirements.
2. Fostering of quality working relationships through communication with custodial staff and church staff.
3. Communication with Director of Ministry Operations:
 - 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 Director of Ministry Operations.
Re-stocking/cleaning of janitorial cart at beginning and end of shift.
5. Other custodial duties as assigned by Director of Ministry Operations.
6. Ability to lift 50 lbs.
7. Able to stand on your feet for up to 6-8 hours per day.

SPIRITUAL RESPONSIBILITIES:

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

TIME COMMITMENT:

This is a full-time, benefited position, of 40 hours per week.

Employee Signature

Date

Supervisor Signature

Date