



Job Description • Custodian

Role Summary

The mission of our church is to help people meet, know, and follow Jesus. The Custodian will help fulfill this mission by assisting church staff and key volunteer leaders with the routine management and cleaning of church facilities, grounds, and assigned equipment. This position currently reports directly to the Community Pastor.

The candidate for custodian should be passionate about the glory of God and helping the church fulfill her mission of helping people meet know and follow Jesus. The successful custodian should be observant, respectful, motivated, and committed to providing members, regular attenders, guests, staff, and the surrounding community with a clean, orderly place to worship, work, and connect. Additionally, the custodian should be knowledgeable about proper chemical handling and cleaning techniques and have the ability to make basic repairs, including plumbing and electrical work.

Job Summary

Responsible for the appearance, cleanliness, maintenance, and security of the building, equipment, and grounds of Mission Community Church

Qualifications

- High School diploma or equivalent
- Ability to properly use all types of commercial vacuum cleaners, stripping and buffing machines, lawn equipment, snow shovels, and any special tool or piece of equipment assigned for the performance of duties
- Ability to use hand tools (e.g., hammer, shovel, screwdriver) and power tools (e.g., drill, saws, sanders)
- Sufficient mathematic skills, sight, and dexterity to properly use and dilute cleaning chemicals and floor finishes
- Knowledgeable of safety regulations, proper methods for using and storing cleaning chemical and floor finisher
- Ability to operate equipment (e.g., scissor lift, manual lift, floor cleaner machine)
- Ability to exert up to 100 lbs. of force occasionally, lift and/or exert up to 50 lbs. of force frequently, lift and/or exert up to 20 lbs. of force constantly to move objects
- Ability to perform tasks at different height levels and in hard to reach places (e.g., ladders, lifts, crawl spaces, attics)
- Ability to effectively communicate with church staff, congregants, and the public in a professional and relational manner
- Must have and maintain a valid state vehicle operator's license and a good driving record
- Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements
- Must possess good organizational and planning skills and an ability to lead and delegate to other employees and volunteers



Duties & Responsibilities

- Performs general cleaning tasks and provides customer service in regards to church facility operations
- Performs limited maintenance tasks, including minor carpentry, plumbing, electrical, ventilation repairs, minor equipment maintenance, climbing ladders, and painting
- Performs grounds maintenance, including trash pickup, sweeping, trimming, raking, weeding, mulching, watering, snow removal, and salting (de-icing)
- Performs maintenance, such as changing light bulbs and restocking bathrooms, emptying trash receptacles, as well as restocking maintenance and cleaning supplies
- Uses proper safety procedures and complies with all safety regulations, especially relating to use of cleaning chemicals, hazardous work conditions and weather conditions (some duties may require protective clothing and equipment)
- Completes building tasks under the direction of the Community Pastor to accommodate church functions and events, including event set-up and tear-down logistics for building activities and facilities use
- Oversees the opening and closing of building facilities and coordinates with staff, key volunteer leaders, and other groups of their equipment and furniture needs for group events

Classification, Compensation & Role

Part-time (20 hours per week), Support, Non-exempt

Reports To

Community Pastor

Contact

Please submit cover letter and resume, along with any other pertinent documents to:

Jason Houck, Lead Pastor
jhouck@missioncommunitychurch

Andy Webster, Community Pastor
awebster@missioncommunitychurch