

## **Position Summary**

The Church Custodian is responsible for maintaining a clean, sanitary, safe, and welcoming interior environment throughout the church campus. This individual will perform routine cleaning and custodial duties to ensure that worship spaces, classrooms, offices, common areas, and restrooms are well-maintained and ready for ministry activities, church services, and special gatherings.

## **Key Responsibilities**

### *Interior Cleaning & Sanitation*

- Clean and sanitize restrooms, including toilets, sinks, mirrors, countertops, and floors.
- Vacuum carpets and rugs throughout the facility.
- Sweep, mop, and maintain hard-surface flooring.
- Dust furniture, fixtures, windowsills, ledges, and other surfaces.
- Empty trash and recycling receptacles and replace liners.
- Clean glass doors, interior windows, and high-touch surfaces.
- Maintain cleanliness in worship spaces, classrooms, nurseries, offices, hallways, kitchens, and fellowship areas.
- Sanitize children's wing equipment and spaces regularly.
- Spot clean walls, doors, and other surfaces as needed.
- Maintain inventory of restroom and custodial supplies, reporting ordering needs to administrative assistant.
- Restock and replenish paper products in bathrooms.
- Ensure all assigned areas are consistently clean, organized, and presentable.

### *Safety & Stewardship*

- Follow proper procedures for the safe use and storage of cleaning chemicals and equipment.
- Maintain custodial equipment in good working condition and report any issues or needed replacements promptly.
- Observe and report safety hazards, damages, or maintenance concerns to church leadership.
- Help maintain a clean and welcoming environment that reflects excellence and hospitality.

### *Event Setup & Support*

- Assist with set up and tear down of tables, chairs, staging, and equipment for church events as needed.
- Ensure rooms are arranged according to ministry and event needs as assigned.
- Provide support during special events, weddings, funerals, conferences, and seasonal programs as assigned.

### **Qualifications**

- Previous custodial, janitorial, housekeeping, or cleaning experience preferred.
- Ability to work independently and manage assigned responsibilities effectively.
- Strong attention to detail and commitment to cleanliness.
- Dependable, punctual, and self-motivated.
- Ability to lift up to 30 pounds and perform physical tasks including walking, bending, kneeling, climbing, reaching, and standing for extended periods.

### **Spiritual Expectations**

- Maintain membership in a local church body.
- Support and uphold the mission, values, and beliefs of the church.
- Demonstrate professionalism, integrity, and a servant-hearted attitude.
- Treat church members, guests, staff, and volunteers with courtesy and respect.
- Maintain appropriate confidentiality regarding church matters.

### **Schedule**

- Full-Time, 40 hours/week, Monday-Friday.
- Occasionally, schedule may adjust to include weekday, evening, or weekend hours as needed to support church operations.
- Reports to Pastor for Youth and Families.

### **Compensation**

- Compensation based on experience, qualifications, and church policy.

Send resume to: [admin@concord-baptist.org](mailto:admin@concord-baptist.org)