



CHURCH CUSTODIAN

JOB DESCRIPTION

Position Title	Church Custodian
Supervisor's Title	Facilities Manager
Position Type	Full Time, Hourly, Non-Exempt, Non-Ministerial
Location	PaulAnn Baptist Church Campus

General Summary

The Church Custodian is responsible for making sure that the buildings across campus present a clean, professional, and comfortable environment for both our attendees and employees. This is a multi-faceted position involving general housekeeping, restroom care, floor care and events set up for PaulAnn Church. This person should be observant, respectful, motivated, committed, and knowledgeable of basic cleaning techniques.

Job Duties & Responsibilities (including but not limited to):

- Perform daily and weekly cleaning duties of the worship center, offices, bathrooms, portables, kitchens, and meeting rooms.
- Collaborate with other facilities/maintenance staff and church staff to ensure that all areas are cleaned and stocked with necessary items.
- Observe proper chemical handling procedures when working with cleaning agents, including wearing proper safety equipment such as masks, gloves, and goggles.
- Perform minor maintenance, such as changing light bulbs and restocking bathrooms.
- Assist with event preparations and clean up.
- Take inventory of custodial/kitchen supplies and submit requests when items are needed.
- Daily inspection of the campus buildings to ensure all things are in good order.
- Upkeep and preventive maintenance for all facilities equipment.
- Other related duties as assigned by the Facilities Manager.

Qualifications

Education and/or Experience (must have one or more of the following)

- High school diploma or equivalent.
- Custodian related experience and/or training preferred
- Equivalent combination of education and experience

Knowledge and Skills

- Ability to read, analyze and interpret documents such procedure manuals.
- Ability to verbally communicate effectively.
- Ability to write reports and correspondence.
- Ability to apply common sense understanding to carry out instructions furnished in both written and oral form.
- Strong time-management skills and multitasking ability.
- Strong interpersonal skills.
- Flexibility to adjust their schedule to suit the needs of the church.

Licenses, Registrations, and Certificates

- Current Driver License

Personal Characteristics

- A passionate Christ-follower who is spiritually mature, trustworthy, humble, and teachable
- Strive to maintain positive and fruitful relationships with other PaulAnn employees, members, and leaders.
- Self-motivated and a collaborative team player.



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- Shows integrity, a great work ethic, responsibility, organization, and diligence.
- Demonstrates trustworthiness as a member of the staff team
- Regularly attends weekend services and is involved in a Bible Study or Community Life Group.
- Agreement and commitment to the theology, mission, values, and culture of PaulAnn Church.

Physical Requirements:

- This position may require long periods of standing and/or sitting
- Frequent kneeling and/or crouching
- Must frequently lift and/or move up to 25 lbs. Must occasionally lift and/or move up to 50 lbs.



Employment At-Will

All employees of PaulAnn are at-will, as such, are free to resign any time without reason. PaulAnn likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No supervisor or employee of PaulAnn has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.