



JOB DESCRIPTION

Employment Type: Contract, Fixed monthly fee paid out for the completion of the required tasks, regardless of the number of hours worked. (Expected weekly time commitment ~20 hours)

Job Title: Campus Custodian

Department: Operations

Manager/Direct Report: Eric Lee

I. Purpose of the Job:

- The Campus Custodian will be responsible for maintaining the cleanliness and overall appearance of the church campus, ensuring a welcoming and safe environment for all guests, staff, and members. This role is critical in supporting the church's mission by providing an excellent, clean, and orderly facility for worship services, events, and daily operations.

II. Experience and Knowledge Preferred:

- Previous experience cleaning large spaces
- Self-motivated
- Ability to work without supervision
- Ability to follow detailed instructions and complete tasks
- Ability to maintain good attitude in difficult situations
- Must possess a willingness to continually learn
- Must have a servant's heart
- Must be willing to adapt to last minute changes in regular schedule
- Must be willing to work flexible hours
- Must have dependable transportation
- Able to pass a background check

III. Essential Functions and Responsibilities:

- Work closely with Facilities Director to determine schedules and cleaning needs
- Ensure all cleaning supplies and equipment are stored safely and securely
- Follow all safety protocols and ensure a safe environment for all
- Lock and unlock facilities as required, ensuring all areas are secure
- Perform weekly cleaning of all areas, including Worship Center, classrooms, offices, restrooms, and common areas
- Dust, mop, and vacuum; empty all trash.

- Sanitize high-touch surfaces to maintain a healthy environment
- Clean and restock restrooms with necessary supplies
- Ensure the cleanliness of windows, mirrors, and glass doors

IV. Areas of Responsibility:

- Lobby
- Worship Center
- All restrooms
- Kids classrooms and hallways
- Student building

V. Employee's possess and exhibit the following core values in their daily lives:

- Love for God
- Love for People
- Work Ethic that is excellent
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church

VI. Physical Demands:

- Ability to perform physical labor, including lifting up to 50 pounds.
- Ability to stand, walk, bend, and reach for extended periods