

Official Job Description

Job Description

TITLE: Custodian

location: Centenary Methodist Church

status: Part-Time Hourly Position

Job Summary

The Custodian will ensure the church facility is clean, safe, and presentable for worship services, events and activities.

In collaboration with their direct supervisor and other colleagues, should lead efforts to achieve the purpose of being the church that changes hearts through the love of Jesus, by providing a welcoming environment that all are honored to enjoy.

Essential Duties and Responsibilities

The Custodian will help to cast the vision for youth of all ages and families to experience the presence of God. The role of this position is to create, maintain and support the vision of Centenary Methodist Church by building a foundation of worshiping, walking and welcoming all to glorify God and serve our community.  Areas of collaborative effort would be:

* Responsible for assigned building cleanliness to provide tidy and sanitary amenities to members and guests.
* Ensures all areas of the church are clean and well maintained – may include the sanctuary, fellowship hall, restrooms, meeting rooms, offices, hallways, and entries, all of which involve – dusting, mopping, vacuuming, and sweeping, on a daily, weekly and/or seasonal basis.
* Keeps restrooms fully stocked with essential supplies, clean and sanitized.
* Regularly check and maintain soap dispensers, paper towels and toilet paper dispensers.
* Properly dispose of waste and recyclables in designated areas.
* Ensures trash bins are regularly emptied and kept clean.
* Assists in setting up chairs, tables and other equipment for church services, events and gatherings. After events, ensure that facilities are returned to their original state.
* Tracks cleaning supplies, restroom essentials, and other supplies. Inform the appropriate personnel when supplies need to be reordered.
* In conjunction with their direct supervisor, handles minor maintenance tasks. Reports any significant maintenance issues to the appropriate personnel.
* In conjunction with direct supervisor, assist in snow removal, lawn care and general upkeep of outdoor spaces.
* Ensure all doors and windows are properly secured after operating hours and be vigilant for any suspicious activities.
* Comply with all health and safety regulations, including proper use of cleaning chemicals and maintaining a safe environment for staff, members, and guests.
* Works closely with church staff, volunteers, and leaders to coordinate facility related tasks and support the overall church mission.
* Familiarizes self with emergency procedures and be prepared to assist in case of emergencies, such as fire or severe weather.
* Be open to working flexible hours, especially during special events, holidays or when unexpected facility needs arise.
* Other duties and responsibilities as assigned.

Spiritual Gifts/Abilities:

* Possess a combination of practical skills, relevant experience and personal qualities that align with the responsibilities of the role.
* Ability to listen to and communicate with people of all ages, the ability to work with leaders and volunteers of other ministry groups.
* Show genuine interest in responding to the hopes and concerns of people in the community.
* Perform duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of the church.
* Attitude of positivity, responsiveness and flexibility.
* Reliable and punctual.
* Possess attention to detail and problem solving.
* Ability to work without constant direct supervision, working independently and is a self-motivator.
* Skill in exercising a high degree of initiative, judgment, discretion, and decision-making to achieve organizational objectives.
* Skills in organizing work, making assignments, and achieving goals and objectives.
* Passion, Integrity, and Energy!

Qualifications/Requirements

* Relevant custodian experience is preferred.
* Knowledge of safety protocols and the ability to handle cleaning chemicals safely.
* Dedicated to maintaining the church’s cleanliness and appearance to a quality level of pristine.

Job Relationships/Organizational Structure

This job reports to:

* Building Superintendent

Employees reporting to this person:

Additional Comments regarding organizational structure (please attach and official organizational chart):

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Authorized Management Signature Employee Signature

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are interested in applying, please send your resume to [centenarynow@mycentenary.org](mailto:centenarynow@mycentenary.org). Thank you!