



## JOB DESCRIPTION

### CUSTODIAN

CAMPUS: BATH

**Ministry Area:** Administration, Facilities

**Ministry Position:** Custodian

**Time commitment:** 20 hours per week, part-time hourly non-exempt

**Reports to:** Cerina Sielski, Facilities Manager

#### Position Overview

More than just cleaning, you are a vital part of Grace Church's first impression to those who enter our buildings. Grace Church is passionate about making our guests and regular attendees feel comfortable and at home. This ultimately allows them to relax and take in God's Word and truth that is being taught and shared.

#### Essential Job Functions

- Cleaning the Grace Church facilities (Includes daily tasks such as vacuuming, cleaning and restocking restrooms, wiping down all surfaces, cleaning carpets, washing windows, mopping floors, emptying trash, taking trash to the dumpster and other various "cleaning" tasks.)
- Occasional weekend hours.
- Occasional meeting with those wanting to use the facilities to have a "walk through" to teach them the rules and usage of a certain section.
- Doing what it takes to allow our church services and events to occur in an excellent fashion and being someone who will treat the church facilities as their own.
- Occasional interaction with vendors, such as signing for a delivery of an order.

#### Job Requirements

- Strong attention to detail.
- Task-oriented in being driven to accomplish all tasks required.
- Schedule flexibility: This position requires flexibility in your schedule to allow the building to be cleaned in a fashion and timeline that is suitable to its use (There is a semi-regular weekly cleaning schedule, but due to the use of the buildings, there are times when that can change).
- This position is physically demanding and requires being able to lift a minimum of 30 lbs. with repetitive motions while standing all day.
- Gracious interaction with vendors, guests, and regular attendees is necessary as we represent not only Grace Church, but also Jesus Christ.

#### Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

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Updated 6.3.2019

### **General Requirements**

- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and be a regular committed attendee of Grace Church.
- Has attended or will attend the Discovery Classes of Grace Church within the first six months of the hire date.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Possesses organizational and multi -tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart that is focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Has the ability to maintain a high level of accuracy in developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Be willing to perform other duties as required in a spirit of servitude.

### **Measured By**

- 30-60-90 Review given by the Facilities Manager.
- Annual Review by the Facilities Manager.
- Input from staff and volunteers.