

**Job Description**

Title: Church Custodian

Reports to: Executive Pastor

PURPOSE:

The Church Custodian has the responsibility to ensure that all areas of the church facilities are clean, sanitized and ready for staff members and the congregation to use. The Church Custodian must be dependable, responsible, self-motivated and possesses an understanding of proper cleaning methods.

RESPONSIBILITIES:

- Maintains a clean church facility by performing weekly duties and spot cleaning in all public areas of the building, including bathrooms, sanctuary, foyer, kitchen, offices, and classrooms.
- The custodian will maintain tasks using a checklist with a summary of specific job responsibilities on a weekly basis.
- Must have an understanding of cleaning techniques and safety procedures.
- Responds to immediate cleaning requirements that may arise during the week.
- Set- up/tear down of furniture and equipment as needed for regularly schedule events, special events/ meetings, potlucks, etc. The custodian will likewise be responsible for clean-up and tear down following meetings and events. It will be the responsibility of the custodian to prepare the church before services.
- Be flexible in availability to accommodate to the schedule of church activities.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.
- Regular communication with church staff to ensure that all areas are cleaned and stocked with necessary items.
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QUALIFICATIONS:

- Meet the requirements for members of Coram Deo Church
- The ability to provide addition to the details of our space
- Ability to work independently, problem solve, and take initiative
- Ability to lift up to 30 lbs

Schedule: Weekdays, with occasional weekends

Hours: 15-18 hours weekly as needed

Rate: \$16/hr

Status: Non-Exempt

To apply for this job, please email cover letter and resume to brandon@coramdeochurch.org