

Custodian – Part Time

Immanuel Church of Holland

Reports to: Associate Pastor of Ministries & Operations

Status: Hourly, 20-25 hours per week

Education: High School Diploma or equivalent

Experience/
Requirements: Strong work ethic, great attitude. No experience necessary.

Position Summary: Maintaining a clean and safe facility. The position of Custodian has flexible hours, though it may be necessary to work up to 5 hours on weekends, and 16-20 hours during the week. There may be time/day flexibility depending on the church events. Any flex scheduling must be approved by the immediate supervisor. Additional seasonal hours may be required.

Responsibilities:

1. Maintaining clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms
2. Working with other maintenance team members and church staff to ensure that all areas are cleaned and stocked with necessary items
3. Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
4. Performing minor maintenance, such as changing light bulbs and restocking bathrooms, and small repairs.
5. Assisting with event preparations and clean up
6. Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished
7. Interacting with church staff and visitors in a respectful, positive manner

Qualifications:

1. Clear testimony of faith in Jesus Christ
2. Be reliable take initiative and be self-motivated
3. Easily adapt to changing facility needs
4. Have cooperative, healthy relationship with staff and church members
5. Understanding of cleaning techniques and safety procedures.
6. Ability to lift up to 50 lbs and pass a background check and pre-employment drug screening.
7. Strong communication, comprehension, and interpersonal skills.
8. Flexibility to adjust their schedule to suit the needs of the church.
9. Motivation to work independently or with others to provide thorough, efficient custodial services to the church.

I have read and agree to abide by the staff handbook:

Name

Date